



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166
Email: graham.hunt@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: GH/JM

07 July 2021

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held at **Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 14 July 2021 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

CRIMESTOPPERS PRESENTATION

The Town Council to receive a presentation from Mr David Baker, Volunteer Community Ambassador Coordinator for Crimestoppers.

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 24 June 2021 [Minute No. 20-37] **[ENCLOSURE NO. 1]**.

4. CHAIRMAN'S REPORT

For information purposes only. No decision is required by the Council.

5. APPROVAL OF PAYMENTS FROM 22 JUNE TO 15 JULY 2021

Council is asked to approve the schedule of payments in the absence of meetings of the Policy and Resources Committee [to which approval of payments was previously delegated by Council] **[ENCLOSURE NO. 2]**.

6. BURNTWOOD CEMETERY

The Town Council is requested to confirm which of the 3 options, that it would like implemented and in doing so:

- i) in respect of Option 1 the Town Council agrees to the virement of £1,000 from Cost Code 204 4241 to Cost Code 401 4019 and authorises the Town Clerk to recruit two cemetery gate keepers.
- ii) in respect of Option 2 the Town Council authorises the Town Clerk to seek tenders for a commercial operator to open and close the cemetery and report back to the August Council meeting.
- iii) in respect of Option 3 the Town Council instructs the Town Clerk to investigate automating the gates and report back to the next August Council meeting.

[ENCLOSURE NO. 3]

7. APPOINTMENT OF INTERNAL AUDITOR 2021-22

The Town Council is recommended to approve the appointment of Toplis Associates as internal auditor for the current financial year **[ENCLOSURE NO. 4]**

8. STANDING ORDERS

The Town Council is recommended to adopt the reviewed Standing Orders **[ENCLOSURE NO. 5 AND APPENDIX 1]**

9. UPDATE OF FINANCIAL REGULATIONS

The Town Council is recommended to approve the revised Financial Regulations, incorporating the amendments as outlined **[ENCLOSURE NO. 6 AND APPENDIX 1]**

10. PROPOSED NAME OF NEW ROAD

The Town Council is recommended to agree a name for the new road [rear of 161-167 High Street, Chasetown] [ENCLOSURE NO. 7 AND APPENDIX 1]

11. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

12. PERSONAL INJURY CLAIM

For information purposes only. No decision is required by the Council.
[ENCLOSURE NO. 8 - PINK]

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
THURSDAY 24 JUNE 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop, Brown, Bullock, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Kirkham, Loughbrough Rudd, Norman, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

District Council Tranter

Three members of the public

PUBLIC FORUM

No questions were raised by members of the public.

20. APOLOGIES FOR ABSENCE

Councillor Banevicius, Ho and M Place.

21. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Flanagan declared an interest in Agenda Item 16 - Better Burntwood Fund 2021-22 and in particular the grant sought by the Community Gardening Group as his wife is a member/co-founder of the group.

Councillor Woodward stated that it was the intention to withdraw this item as with effect from Friday 25 June 2021, Burntwood Be A Friend would be handing back the management of the foodbank to Burntwood Church and that an amended report would be presented to the 14 July 2021 Town Council Meeting.

22. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

Councillor Flanagan referred to Minute No. 11 – Approval of payments from 12 April to 14 May 2021 [second paragraph] and stated that he was referring to the transactions described as payments to Lloyds Bank.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 12 May 2021 [Minute Nos. 1-19] be received and where necessary approved and adopted.

23. CHAIR'S REPORT

The Chair read out the following statement:

"Dementia Friendly Town

We are now moving ahead on this important project and have held our first virtual meeting with the committee, and we have another planned for July, when we will be looking at a proposal for community engagement for people afflicted with this dreadful disease and their carers. The result of this meeting will be reported to Council in August, and we are aware this may trigger other organisations to report needs such as autism. It is vitally important we now continue as quickly as possible to ensure we are able to help and support sufferers.

Support Staffordshire Volunteer Star Awards for Lichfield District

I watched the virtual presentation, and I am delighted to report a number of individuals in Burntwood and Burntwood organisations won awards. A Top Award for Volunteer of the Year went to Linda Hood for all her numerous volunteering roles and other winners were:

- Chasetown Civil Engineering for their support with apprenticeships and provisions for free materials for Lichfield Canal Trust,
- Jonno Quinn for work with MHA,
- Burntwood Be a Friend and
- Josh Allen from Burntwood Fun Club.

Commendations went to:

- Fun Club Hub,
- Ellie Davison from Spark,
- Burntwood Be A Friend Foodbank and
- Sheila Murphy from St Anne's Places of Welcome.

I have written, not emailed, all those who have received awards congratulating them on behalf of all of us, which demonstrates the amazing work all these and others are doing on a voluntary basis here in Burntwood.

Armed Forces Day, Saturday 26 June at 11am outside the Library

This is an invitation to all Councillors to attend if they wish to stand and show respect to past and present Forces personnel, as we owe them a great debt for protecting us and keeping us safe.

24. PLANNING ADVISORY GROUP

It was proposed by Councillor Westwood, seconded by Councillor Bullock, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Planning Advisory Group held on 03 June 21 be received and where necessary approved and adopted.

25. MEMBERS QUESTIONS

No Members questions were raised.

26. APPROVAL OF PAYMENTS FROM 21 MAY TO 15 JUNE 2021

The Chair explained that she had raised concerns with the Town Clerk before this meeting regarding a payment made on 15 June 2021 to Corona Energy in the sum of £1,357.73. The Town Clerk explained that the larger than usual amount had been due to the fact that the Town Council was in the process of switching providers. Once Corona Energy was informed of this, they took us off their preferred rate and put us on their deemed rate. This cause of action is not illegal and is approved by Ofgem [The Office of Gas and Electricity Markets]. As the Town Clerk had not been given the date when we would be moved to a higher rate, he has lodged a formal complaint. Councillor R Place asked what the switch date is, and which company will be the new provider. The Town Clerk stated that the date was 08 June 2021, and the company is Octopus Energy for Business.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the payments from 21 May to 15 June 2021 in the sum of £21,719.04 be approved.

27. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2020-21

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Annual Members Meeting Attendance for the Municipal Year 2020-21 be received and noted.

28. OLD MINING COLLEGE IMPROVEMENTS

Councillor Woodward explained that this report was the latest in a run of reports submitted to the Town Council relating to improvement works.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the two quotations from Prestbuild Limited in respect of the creation of a new meet and greet area for the Bradbury Suite in the sum of £13,187.00 and Roof Insulation in the sum of £6354.00 be accepted.

29. BURNTWOOD CEMETERY ANNUAL REPORT 2020-21

Councillor Woodward referred to Report Item 3.0 - Key issues during 2021-21 and in particular paragraph 3.3 relating to the number of paraphernalia that had accumulated on the plots. Councillor Woodward asked if a notice could be placed into the noticeboards informing plot

holders of the rules and regulations relating to paraphernalia and limitations of such displays. Councillor Woodward referred to paragraph 3.7 and stated that the Cemetery Gate Keeper was retiring at the age of 85. As the post holder is required to work every day of the year, this is a huge task, and the Town Council needs to ensure that staff are covered properly under a health and safety welfare point of view. Councillor Woodward explained that residents from other areas [for example Hammerwich] could still be buried at Burntwood Cemetery however there is an out of area parish charge.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the annual report for 2020-21 be endorsed and the Responsible Finance Officer be instructed to amend the budget for 2021/22 to record the hours spent by the Administrative Officer on cemetery business under the cost code for Burntwood Cemetery.

30. ASSET REGISTER

Councillor Birch referred to Report Item 2.0 - Background and in particular paragraph 2.5 [concepts of depreciation] and stated that the difference between the purchase price and the disposal price will need to be accounted for. The Town Clerk explained that to assess the value of the item for disposal he refers to eBay and applies a 10% discount. This is the same for each disposal.

RESOLVED That the Asset Register be received and noted.

31. ALLOTMENT UPDATE

Councillor Woodward stated that the report gave a useful update and that this would be discussed at the next Overview and Scrutiny Committee.

Councillor Taylor referred to the Lichfield Live article referring to two expressions of interest and he felt that social media platforms were not primarily in this case the best place to advertise this. The Town Clerk stated that there may only have been two expressions of interest received however work would carry on. He explained that the Lichfield District Local Plan and Burntwood Neighbourhood Plan were opportunities given where people could have raised concerns regarding lack of allotment provision, but nothing was mentioned.

Councillor D Ennis asked how the Town Council engages with the community as there were not many options available however as a Town Council we will carry on. Councillor Loughbrough Rudd agreed with Councillor Taylor regarding social media not being the right platform.

Councillor Norman, as Chair of the Overview and Scrutiny Committee asked Members if they had any views/issues, could they please pass these to either himself as Chair or the Town Clerk as the work stream and evidence is being monitored/looked at by the Committee.

Councillor R Place stated that the Town Council should not fall into the trap of always using social media as it was not always the best. He explained that the TownTrader was distributed to every household.

RESOLVED That the allotment update be received and noted.

32. STAFF PERFORMANCE MANAGEMENT POLICY

Councillor Woodward explained that the previous Staff Appraisal Policy dates from 2016 and needed to be updated. She explained that a report will be submitted to a future meeting of the Town Council relating to a personal injury claim. The claim had been approved as no training had been provided in manual handling and the Town Council was liable. This policy would ensure that all the correct training was in place. Councillor R Place stated that if a failing had been made it needed to be corrected and that he supported this.

Councillor Birch stated that he endorsed the recommendations in the report and referred to Report Item 5.0 - Legal Context and even though it is not a legal requirement for the Town Council to have a staff appraisal policy there are still liabilities [Green Book].

Councillor Loughbrough Rudd supported the policy and praised the staff working during the Covid-19 pandemic.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Staff Performance Management Policy be approved.

33. CONCLUSION OF INTERNAL AUDIT 2020-21

It was proposed by Councillor Evans and following a unanimous show of hands it was

RESOLVED That the letter from Toplis Associates on conclusion of the internal audit for 2020-21 be received and noted.

34. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

It was proposed by Councillor Woodward and seconded by Councillor D Ennis.

34.1 Income and Expenditure Account for the Year Ended 31 March 2021

Following a unanimous show of hands, it was

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2021 be approved.

34.2 Balance Sheet as at 31 March 2021

Following a unanimous show of hands, it was

RESOLVED That the Balance Sheet for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.

34.3 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2021

Following a unanimous show of hands, it was

RESOLVED

That the following be agreed in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

and that the Chair and the Clerk be authorised to sign the document.

34.4 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2021

Following a unanimous show of hands, it was

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.

35. PROPOSED REVISION TO BUDGET FOR 2021-22

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the proposed revisions to the budget for the current financial year be approved and adopted.

36. BETTER BURNTWOOD FUND 2021-22

See Minute No. 21.

37. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

The Chair invited County Councillor Cox and District Councillor Tranter to update the Town Council on any matters arising.

District Councillor Tranter and County Councillor Cox said that they had nothing to report.

[The Meeting closed at 6:38 pm]

Signed

Date

SCHEDULE OF PAYMENTS

10,151.84	831.41	10,983.25
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ENCLOSURE NO. 2

Burntwood Town Council

14th July 2021

Burntwood Cemetery

1.0 Purpose of the report

1.1 To seek the Town Council's view on the opening and closing Burntwood Cemetery.

2.0 Background

2.1 Since the cemetery was opened in 2007 the gates have been opened and closed by a member of staff. As the cemetery is open every day of the year this is an onerous commitment for a single member of staff. As such it raises issues of health and wellbeing under the provisions of the Working Time Regulations (1998) because the current staff contract does not allow sufficient work breaks. It has proved to difficult to recruit gate keepers in the past.

2.2 On 30th June the current gate keeper retired. As an interim measure BBP Securities will take on the task of opening and closing the cemetery gates until the Town Council decide upon a permanent solution. BBP Securities currently provide call out security for the Old Mining College.

3.0 Options

3.1 Option 1 is to advertise for a new cemetery gatekeeper. However, in view of health and safety requirements two employees, rather than one, will be required. To provide daily year-round cover the posts would need to be based on a five day on/ five day off working rota. This will enable the Town Council to meet the minimum legal requirement of 1 day off each week or 2 days every fortnight. This option will also reduce the requirement of the office staff to cover for holidays and sick leave. But there is still the potential for cover to still be required.

3.2 Option 2 is to put the work out to tender. It is a more costly option than appointing a replacement gate keeper, but it offers guaranteed cover and does not require office staff to be involved in opening or closing the cemetery.

3.3 Option 3 is to automate the gates. Automated gates are in use on other public sites such as Police Stations. A preliminary investigation suggests that this option could be quite expensive and would come with new operational challenges. The automated doors at the Old Mining College require regular attention because of unintentional damage by visitors not understanding how they work or being impatient and trying to force them to open.

4.0 Financial Considerations

4.1 Currently there is £77,412 in the capital reserve for Burntwood Cemetery.

4.2 The revenue provision for the current financial year is £1943. Any additional expenditure could be covered by a virement from the cost code for public conveniences. Lichfield District Council has confirmed that at the present time they have no plans to re-open the discussions about the possible transfer of the public conveniences to the Town Council.

4.3 The respective costs for the three options are:

- Option 1 £3,000 per annum. There will be a potential increased cost because the Town Council will have pay NI and superannuation for two employees (the gate keeper who has just retired was not able to join the Local Authority Pension scheme because of their age)
- Option 2 £9,500 per annum (this is a minimum amount based on current rate being paid to BBP Securities)
- Option 3 is estimated at between £50,000 to £70,000 capital cost and an annual revenue cost of between £300 to £500.

5.0 Legal Context

5.1 The current arrangements are unlawful, so the Town Council does not have the option of re-appointing a gate keeper on the current basis. If it wants to continue with an employment-based service, it will need to appoint a minimum of two gate keepers.

6.0 Conclusion

6.1 There are three options available to the Town Council. Option 3 is still a bit vague and will need further investigation before the true cost is determined. It also comes with potential increased health and safety risks and higher maintenance due to possible misuse. Option 1 is the cheapest option but there may be difficulty in recruiting to the post. Option 2 is probably over time as expensive as Option 3 but comes with less risk.

7.0 Recommendation

7.1 The Town Council is requested to confirm which of the 3 options, outlined in paragraph 4.3 above that it would like implemented and in doing so:

i) in respect of Option 1 the Town Council agrees to the virement of £1,000 from Cost Code 204 4241 to Cost Code 401 4019 and authorises the Town Clerk to recruit two cemetery gate keepers

ii) in respect of Option 2 the Town Council authorises the Town Clerk to seek tenders for a commercial operator to open and close the cemetery and report back to the August Council meeting

iii) in respect of Option 3 the Town Council instructs the Town Clerk to investigate this option and report back to the next August Council meeting

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

14th July 2021

Appointment of internal auditor

1.0 Purpose of the report

1.1 To seek approval for the appointment of an internal auditor for the current financial year and to update the Town Council on changes to future arrangements for internal audit.

2.0 Background

2.1 The purpose of internal audit is to review and report to the authority whether its systems of financial and other controls over its activities and operating procedures are effective. The Town Council needs to formally appoint an internal auditor for the current financial year.

2.2 Toplis Associates has acted as auditor since late 2016 and is considered to have been effective with reasonable charges. Alan Toplis has indicated that he is looking to retire within the next year or so. It is therefore suggested that next year that the Town Council seeks to appoint a new auditor. It is seen as good practice to change auditors every 3-5 years

2.3 Toplis Associates charges are currently of the order of £450 per year, exclusive of VAT. Previously quotes were sought from other auditors and their charges were noticeably higher and, in some cases, they did not have experience of auditing parish councils.

3.0 Financial Considerations

3.1 Provision has been made in the current year's budget for internal audit charges of up to £600. However, it is likely that in future a new auditor's fees will be higher than currently and an increased provision may need to be made.

4.0 Legal Context

4.1 The formal appointment of an internal auditor is needed each year, in line with Proper Practices in the Accounts and Audit Regulations 2015.

5.0 Conclusion

5.1 Prompt re-appointment of the current internal auditor would enable continuity and for audit services to be undertaken before too much of the current financial year has passed.

5.2 Continuing to work with Toplis Associates should ensure a clear specification of requirements, an appropriate appointment for future years and a smooth handover. The change of internal auditor also offers an opportunity to review requirements and to bring a fresh approach and critical eye to procedures.

6.0 Recommendation

6.1 The Town Council is recommended to:

i) Approve the appointment of Toplis Associates as internal auditor for the current financial year.

Contact Officer

Alison James

alison.james@burntwood-tc.gov.uk

01543 677166

ENCLOSURE NO. 4

Burntwood Town Council

14th July 2021

Standing Orders

1.0 Purpose of the Report

1.1 To request the Town Council to re-endorse its adoption of the current Standing Orders.

2.0 Background

2.1 The Standing Orders of the Council is one of the main documents, along with its Financial Regulations, which govern the workings of the Council. It is a document that the Council should regularly review. The Standing Orders were last reviewed in September 2019.

3.0 Review

3.1 There have been no changes to the model standing orders, produced by the National Association of Local Councils (NALC), that the current Town Council Standing Orders are based upon. There have also been no new local circumstances that require a change to the current Standing Orders.

4.0 Financial Considerations

4.1 The review of the Council's Standing Orders has raised no new financial issues.

5.0 Legal Context

5.1 Under the provisions of the Local Government Act 1972, Schedule 12 para 7.24 a local council may approve, and subsequently vary or withdraw, standing orders to manage its business and procedures.

6.0 Conclusion

6.1 It is seen as good practice to regularly review the Council's Standing Orders.

7.0 Recommendation

7.1 The Town Council is recommended to adopt the reviewed Standing Orders as set out in Appendix 1.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

ENCLOSURE NO. 5



BURNTWOOD TOWN COUNCIL

STANDING ORDERS

Adopted 25 May 2021

**STANDING ORDERS WITH RESPECT TO PROCEEDINGS AND BUSINESS OF
BURNTWOOD TOWN COUNCIL**

STATUTORY PROVISIONS

**THESE STANDING ORDERS ARE BASED ON THE NEW NATIONAL MODEL
STANDING ORDERS PUBLISHED BY THE NATIONAL ASSOCIATION OF
LOCAL COUNCILS (NALC) IN 2013.**

Some matters on which a council would normally make a Standing Order have been laid down in Acts of Parliament and are therefore compulsory.

The Standing Orders based on the statutory provisions have been printed in **bold type**.

This is so that Councillors can have available in one document a complete procedural code, which includes the prescribed statutory elements and the discretionary rules adopted by Council as Standing Orders.

Statutory provisions cannot be suspended or amended, as can the Standing Orders made by Council (see Standing Order No 32).

All provisions incorporated into these Standing Orders have been made in accordance with primary legislation and with due regard to the provisions of the Human Rights Act 1998.

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LEGEND:

- Mandatory for Full Council meetings
- Mandatory for Committee meetings
- Mandatory for Sub-Committee meetings

1. MEETINGS

- a) ● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b) ● ● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or 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 of the Council 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) **Public Forum:** Subject to Standing Order 1(d) above, a maximum of 30 minutes will be allocated prior to the commencement of any meeting where members of the public may put questions or make comments on any matter in relation to which the Town Council has powers or duties which affect the area. Subject to the Council being given 3 working days' notice of the issue to be raised
- f) **All meetings except for full Council and the Annual Meeting:** Subject to Standing Order 1(d) above, members of the public are also permitted to make representations, answer questions, and give evidence in respect of any item of business included on the meeting's agenda, subject to the Council being given 3 working days' notice of the issue to be raised.
- g) Subject to Standing Order 1(e) above, each member of the public shall not normally speak for more than 3 minutes. The Chairman will have the discretion to allow a speaker more time if appropriate.
- h) In accordance with Standing Order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i) In accordance with 1(h) above, the Chairman may direct that a response to a question posed by a member of the public be referred to the Leader of the Council or his/her nominee for an oral response or to an employee for a written response.
- j) A record of a public participation session at a meeting shall be noted in the minutes of that meeting.
- k) A person shall raise her/his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- l) Any person speaking at a meeting shall address her/his comments to the Chairman.

- m) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- n) ● ● The press shall be provided 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 may in her/his absence be done by, to or before the Vice-Chairman (if any).**
- 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 Standing Order 1(w) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting.**
- q) ● ● ● **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise her/his casting vote whether or not s/he gave an original vote.** *(See also Standings Orders 2(h) and 2(i) below.)*
- r) ● **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave her/his vote for or against that question.** Such a request shall be made before the vote is taken.
- s) ● ● ● **The minutes of a meeting shall record the names of Councillors present and apologies for absence.**
- t) ● ● ● **A 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.**
- v) ● ● ● **No business may be transacted at a meeting of the Council unless at least one third (8) of the whole number of Members of the Council are present and in no case shall the quorum of a committee, sub-committee, working group or Task & Finish Group meeting be less than 3.**
- w) ● ● ● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**

2. ORDINARY COUNCIL MEETINGS

(See also Standing Order 1 above)

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.**
- 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 election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**
- f) **The Chairman of the Council, unless s/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until her/his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if any, unless s/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, s/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 original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, s/he shall preside at the meeting until a new Chairman of the Council has been elected. S/he may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chairman of the Council and Vice-Chairman 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/her 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 and to receive and note minutes and/or to determine recommendations made by committees.
 - iii) Appointment of committees, sub-committees, working groups, Task & Finish Groups.
 - iv) Appointment of representatives to represent the Council on Outside Bodies.
 - v) Any other business specified in the summons.

Other Meetings

- k) After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- i) **After consideration to approve the signing of the Minutes by the person presiding as a correct record.**
- ii) **To deal with business expressly required by statute to be done.**
- iii) Chairman's announcements.
- iv) To dispose of business, if any, remaining from the last meeting.
- v) To receive and consider reports and minutes of committees.
- vi) To answer questions from Councillors.
- vii) To receive and consider resolutions or recommendations in the order in which they have been received.
- viii) To consider motions in the order in which notice has been received.
- ix) Any other business specified in the summons.

Urgent Business

- m) A motion to vary the order of business on the grounds of urgency:
 - i) May be proposed by the Chairman or by any Councillor and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - ii) Shall be put to the vote without discussion.

3. PROPER OFFICER

- a) The Council's Proper Officer shall be either:
 - i) The Town Clerk
 - ii) Or such other employee as may be appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- b) The Council's Proper Officer shall do the following:
 - i) **Sign and serve on Councillors by delivery or post or email at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - ii) **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
 - iii) Subject to Standing Orders 4(a)-(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming her/his withdrawal of it.

- iv) **Convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in her/his office, in accordance with Standing Order 3(b)(i) above.**
- v) Make available for inspection the minutes of meetings.
- vi) **Receive and retain copies of byelaws made by other local authorities.**
- vii) Receive and retain acceptance of office forms from Councillors.
- viii) Retain a copy of every Councillor's register of interests.
- ix) Keep proper records required before and after meetings.
- x) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi) Receive and sign general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii) Arrange for legal deeds to be signed by two Councillors and witnessed. (See also Standing Orders 15a) and (b).)
- xiv) Arrange for prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- xv) Record every planning application notified to the Council and the Council's response to the local planning authority electronically on the planning software used by the Council.
- xvi) Refer a planning application received by the Council to the Chairman or in her/his absence the Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of the Planning Committee.
- xvii) To certify copies of bylaws made by the Council.
- xviii) Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

4. MOTIONS REQUIRING WRITTEN NOTICE

- a) In accordance with Standing Order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- c) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.

- d) The Proper Officer shall insert in the Summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.
- e) If a resolution or recommendation specified in the summons is not moved either by the Councillor who gave notice of it or by any other Councillor, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- f) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.
- g) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- h) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if s/he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

5. MOTIONS NOT REQUIRING WRITTEN NOTICE

- a) Motions in respect of the following matters may be moved without written notice:
 - i) To appoint a person to preside at a meeting.
 - ii) To approve the accuracy of the minutes of the previous meeting.
 - iii) To correct an inaccuracy of the draft minutes of the previous meeting.
 - iv) To dispose of business, if any, remaining from the last meeting.
 - v) To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi) That the Council proceed to the next business.
 - vii) To close or adjourn debate.
 - viii) To refer by formal delegation a matter to a committee or a sub-committee or an employee.
 - ix) To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
 - x) To receive nominations to a committee or sub-committee.
 - xi) To dissolve a committee or sub-committee.
 - xii) To note the minutes of a meeting of a committee or sub-committee.
 - xiii) To consider a report and/or recommendations made by a committee or a sub-committee or any employee.
 - xiv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

- xv) To authorise legal deeds to be signed by two Councillors and witnessed. (See Standing Orders 14(a) and (b) below.)
 - xvi) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xvii) To give leave to withdraw a resolution or amendment.
 - xviii) That the question be now put.
 - xix) To extend the time limit for speeches.
 - xx) To exclude the press and public for all or part of a meeting.
 - xxi) To silence or exclude from the meeting a Councillor or member of the public for disorderly conduct.
 - xxii) To give the consent of the Council if such consent is required by Standing Orders.
 - xxiii) To suspend any Standing Order except those which are mandatory by law.
 - xxiv) To adjourn the meeting.
 - xxv) To appoint representatives to outside bodies.
- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. RULES OF DEBATE

a) Motions and Amendments

- i) 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.
- ii) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- iii) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.

b) Seconded's Speech

A Councillor when seconding a motion or amendment may, if s/he then declares her/his intention to do so, reserve her/his speech until a later period of the debate.

c) Content of Speeches

A Councillor shall direct her/his speech to the question under discussion or to a personal explanation or to a point of order – naming the appropriate order.

d) Length of Speeches

No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Chairman of the Council.

e) Amendments to Motions

- i) A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chairman, be put in writing and handed to her/him before it is further discussed or put to the meeting.
- ii) A Councillor may move amendments to her/his own motion. If that motion has already been seconded, an amendment to it shall be moved only with the consent of the seconder.
- iii) Any amendment to a motion shall be relevant to the motion and shall be either:
 - To leave out words
 - To add words
 - To leave out words and add other words
 - To refer a subject of a debate to a committee for consideration or reconsideration
- iv) An amendment to a motion shall not have the effect of rescinding, negating or radically altering the original or substantive motion under consideration.
- v) Only one amendment shall be moved and debated at a time. No further amendments to a motion shall be moved until the amendment under discussion has been disposed of unless the Chairman considers this expedient.
- vi) If an amendment is not carried, other amendments may be moved on the original motion.
- vii) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- viii) The mover of the motion or of an amendment shall have the right of reply, not exceeding 3 minutes.
- ix) A Councillor, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- x) A Councillor may speak on a point of order or a personal explanation. A Councillor speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by her/him which may have been misunderstood.
- xi) A Councillor exercising a right of reply shall not introduce new matters.
- xii) After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- xiii) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to the vote.

f) When a Councillor May Speak Again

Subject to Standing Orders 6(f), (h) and (i), a Councillor may not speak further in respect of any one motion whilst it is the subject of debate, except:

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- i) to speak once on an amendment moved by another Councillor;
- ii) to move or speak on another amendment if the motion has been amended since he/she last spoke;
- iii) to make a point of order;
- iv) to give a personal explanation; or
- v) in exercise of a right of reply.

g) Points of Order and Personal Explanation

- i) During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and shall be entitled to be heard forthwith and the Councillor who was interrupted shall stop speaking.
- ii) A Councillor raising a point of order shall identify the Standing Order or statutory provision which s/he considers has been breached and the way s/he considers it has been breached or specify the irregularity in the meeting s/he is concerned by.
- iii) A point of order shall be decided by the Chairman and her/his decision shall be final.
- iv) A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood in the present debate.

h) Withdrawal of a Motion

A motion amendment may be withdrawn by the proposer with the consent of the Council and in cases of Motions Moved Without Notice with the consent of the seconder, which shall be signified without discussion, and no Councillor may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

i) Motions Which May be Moved During a Debate

When a Councillor's 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
- ix) To suspend particular Standing Order, excepting those which reflect mandatory statutory requirements.

- j) 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/her right of reply.

k) **Standing**

A Councillor shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.

l) **Ruling on Point of Order or Personal Explanation**

The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

m) **Mode of Address**

During the sitting of the Council, Councillors shall address the Chairman and every Councillor shall, in referring to the Chairman, Vice-Chairman, Councillors and Officers, employ their respective official titles.

n) **Only One Councillor to Stand and Speak at a Time**

A Councillor when speaking shall stand and address the Chairman. If two or more Councillors rise, the Chairman shall call on one to speak; the other or others shall then sit. While a Councillor is speaking the other Councillors shall remain seated and silent, unless rising on a point of order or in personal explanation.

o) **Respect for the Chairman**

Whenever the Chairman speaks during a debate a Councillor then standing shall resume her/his seat and the Council shall be silent.

p) **Closure Motions**

A Councillor may move without comment at the conclusion of a speech of another Councillor:

- i) "That the Council proceed to the next business".
- ii) "That the motion be now put".
- iii) "That the debate be now adjourned".
- iv) "That the Council do now adjourn".

On the seconding of which the Chairman shall proceed as follows:

- On a motion "That the Council proceed to the next business", unless in her/his opinion the matter before the meeting has been insufficiently discussed, s/he shall first give the mover of the original motion a right of reply, and then put to vote the motion to proceed to the next business.
- On a motion "That the motion be now put", unless in her/his opinion the matter before the meeting has been insufficiently discussed, s/he shall first put to the vote the motion that the motion be now put, and if it is passed then give the mover of the original motion her/his right of reply under Standing Order 6(f) before putting her/his motion to the vote.

- On a motion “That the debate be now adjourned” or “That the Council do now adjourn”; if in her/his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discuss on that occasion, s/he shall put the adjournment motion to the vote without giving the mover of the original motion her/his right of reply on that occasion.
- On resuming an adjourned debate, the Councillor who moved its adjournment shall be entitled to speak first.

(NOTE: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to Councillors not present of the date of the continuation of the meeting.)

q) Alterations of Motions

- i) For Motions Moved on Notice a Councillor may:
 - a) With the consent of the Council without discussion alter a motion of which s/he has given notice, provided the alteration is one which could be made as an amendment thereto;
 - and
 - b) Move amendments to her/his own motion.
- ii) For Resolutions Moved Without Notice a Councillor may:
 - a) With the consent of her/his seconder and the Council signified without discussion alter a motion, provided the alteration is one which could be made as an amendment thereto;
 - and
 - b) With the consent of her/his seconder, move amendments to her/his own motion.

7. CO-OPTION: PROCEDURE TO FILL A CASUAL VACANCY OCCURING ON THE TOWN COUNCIL

- a) If a casual vacancy should arise on the Council due to:
 - a Councillor’s failure to make his/her Declaration of Acceptance of Office within the proper time,
 - resignation or
 - death

then the Chief Executive Officer will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.
- b) If a casual vacancy arises for any other reason, e.g. disqualification due to six months absence from meetings or other reason for disqualification, then the Chief Executive Officer on behalf of the Town Council shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.
- c) If a casual vacancy arises within six months of the day when the Councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the Council is permitted either to advertise the vacancy for co-option or to leave the office

vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.

- d) Except in the circumstances described in (c) above, notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Lichfield District Council; notices will normally be placed on the Council's notice board, on the Council's web site, in Burntwood Library and in the local press.
- e) If a by-election is called, Electoral Services will inform the Town Council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the Town Council will incur a cost for issuing them.
- f) If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new Member. Normally the Chief Executive Officer will invoke the procedure to do this immediately without recourse to a meeting of the Council.
- g) Co-option vacancies will be advertised on the Council's notice board and through any other medium which the Council or Chief Executive Officer consider suitable.
- h) Applications for co-option will be considered at the next suitable meeting of the Council.
- i) Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of councillor within the statutory rules. They will be invited to give a presentation of up to three minutes to the Council meeting at which the co-option will be considered.
- j) At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 1(s) and agree to conduct the vote by ballot. Ballot papers will be distributed and the Council will proceed immediately to vote. The Council reserves the right not to make a co-option.
- k) Voting will be according to the statutory requirements, i.e. by a clear majority of those present and voting.
- l) The successful application will execute the Declaration of Acceptance of Office within the specified timeline after the decision has been made and will therefore receive summonses to meetings of the Council and may act as a Member of the Council.

8. CODE OF CONDUCT (ENGLAND)

See also Standing Orders 1(d)-(i) above.

- a) All Councillors shall observe the Code of Conduct adopted by the Council on 25 May 2021.
- b) If a Councillor has a personal interest as defined by the Code of Conduct adopted by the Council on 25 May 2021 then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- c) Councillors with a Disclosable Pecuniary Interest (DPI) will leave the room when the item in which they have interest is discussed by the Council.
- d) If a Councillor who has declared a personal interest then considers the interest to be prejudicial, s/he must withdraw from the room or chamber during consideration of the item to which the interest relates.

- e) **Dispensation requests shall be in writing to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f) 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.
- g) The existence, duration and nature of any dispensations granted will be clearly minuted and included in the Register of Disclosable Interests.
- h) The Proper Officer is required to compile and hold a Register of Councillors' interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
- i) **A dispensation may be granted in accordance with standard order 8(f) 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.**

9. QUESTIONS

- a) A Councillor may seek an answer to a question concerning any business of the Council provided 2 clear days notice of the question has been given to the Proper Officer.
- b) Questions not related to items of business on the Agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

10. MINUTES

- a) If a copy of the draft Minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be moved in accordance with standing order 5(ii) above.
- c) Minutes, including any amendment to correct their accuracy, 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, s/he shall sign the Minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the Minutes of the meeting of the () held on [date] in respect of () were a correct record but her/his view was not upheld by the majority of the () 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, any previous draft Minutes or recordings of the meeting shall be destroyed.

f) Presentation of Committee Minutes and Reports

The Chairman of the committee concerned, or in her/his absence the Vice-Chairman or, should s/he also be absent, such other Councillor as the Chairman may select, shall move an original motion that the Minutes of her/his committee be received or approved and adopted as the case may be. On such a motion being duly seconded it shall operate as a series of motions that each item of the Minutes or report be received and the recommendations therein (if any) be adopted. The committee minutes shall here upon be open to discussion by the Council.

11. DISORDERLY CONDUCT

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chairman, there has been a breach of Standing Order 11(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with Standing Order 11(b) above is disobeyed the Chairman may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

d) General Disturbance

In the event of general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman may, without the question being put, adjourn the meeting for such period as considered expedient.

e) Disturbance by Members of the Public

If the public interrupts the proceedings of any meeting, the Chairman of the Council or committee Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

12. RECISSION OF PREVIOUS RESOLUTIONS

- a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 11 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b) When a special motion or any other motion moved pursuant to Standing Order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13. VOTING ON APPOINTMENTS

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of the 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. Any tie may be settled by the Chairman's casting vote.

14. EXPENDITURE

- a) Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b) **The Council's Financial Regulations shall be reviewed once a year.**
- c) **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**
- d) **Orders for the payment of money shall be authorised by resolution of the Council and signed by two Councillors.**

15. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Order 5(a)(xv) above.

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by resolution.
- b) **In accordance with a resolution made under Standing Order 14(a) above, any two Members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c) **Authentication of Documents for Legal Proceedings**

Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Proper Officer or a person authorised by him unless any enactment otherwise requires or authorises, or the Council give the necessary authority to another officer for the purpose of such proceedings.

16. COMMITTEES

See also Standing Order 1 above.

- a) The Council may, at its Annual Meeting, appoint committees and may at any other time appoint such committees as may be necessary, and:
 - i) Shall determine their terms of reference.
 - ii) May permit committees to determine the date of their meetings.
 - iii) Shall appoint and determine the term of office of members of such a committee so as to hold office no later than the next Annual Meeting.
 - iv) May appoint substitute Councillors to a committee whose role is to replace ordinary Councillors at a meeting of a committee if ordinary Councillors of the committee have confirmed to the Proper Officer 2 days before the meeting that they are unable to attend.
 - v) An ordinary Member of a committee who has been substituted at a meeting by a substitute Member (in accordance with Standing Order 16(a)(iv) above shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
 - vi) May in accordance with Standing Orders, dissolve a committee at any time.

- vii) Except where authorised by statute or ordered by the Council, in the case of a committee, the quorum of a committee shall be one-half of its Members.

17. SUB-COMMITTEES

See also Standing Order 1 above.

- a) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and Members shall be determined by resolution of the committee.
- b)
 - i) No act of the sub-committee shall have effect until approved by the committee or the Council as appropriate.
 - ii) All sub-committees will report to the parent committee on a regular basis.
- c) The Chairman and Vice-Chairman of the committee shall be Members of every sub-committee appointed unless they signify that they do not wish to serve.

18. EXTRAORDINARY MEETINGS

See also Standing Order 1 above.

- 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 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue 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 sub-committee at any time.
- d) If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of a committee (or sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

19. ADVISORY COMMITTEES

See also Standing Order 1 above.

- a) The Council may appoint Advisory Committees comprised of a number of Councillors.
- b) The name of an Advisory Committee, the number of Members and the bodies to be invited to nominate Members shall be specified.
- c) The Proper Officer shall inform the Members of each Advisory Committee of the terms of reference of the committees.
- d) An Advisory Committee may make recommendations and give notice thereof to the Council but its decisions and recommendations shall not be mandatory.

20. RESPONSIBLE FINANCIAL OFFICER

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

21. 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.
- b) 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 each 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 reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - 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 Full Council the accounting statements for the year in the form of Section 2 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 governance statement, shall be presented to Council for consideration and formal approval before 30 June.

22. ESTIMATES/PRECEPTS

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 31 October.

23. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a) Canvassing Councillors or the Members of a committee or sub-committee directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such

appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

- b) A Councillor or a Member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) This Standing Order shall apply to tenders as if the person making the tender were a candidate for appointment.

24. INSPECTION OF DOCUMENTS

- a) Subject to Standing Orders to the contrary a Councillor may, for the purposes of her/his official duties (but not otherwise) inspect any documents in the possession of the Council or a committee or a sub-committee and request a copy for the same purpose.
- b) The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

25. UNAUTHORISED ACTIVITIES

Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- a) Inspect or enter any land and/or premises which the Council has a right or duty to inspect or enter; or
- b) Issue orders, instructions or directions.

26. CONFIDENTIAL BUSINESS

- a) Councillors and employees shall not disclose confidential or sensitive information which for special reasons would not be in the public's interest.
- b) A Councillor in breach of the provisions of Standing Order 26(a) above may be removed from a committee or a sub-committee by a resolution of the Council.
- c) An employee in breach of the provisions of Standing Order 26(a) above may be subject to disciplinary action by the Council.

27. GENERAL POWER OF COMPETENCE (ENGLAND)

- a) **Before exercising the general power of competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Parish Council.**
- b) **The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and a resolution should be passed at each subsequent relevant annual meeting confirming that the Council meets the conditions set out below:**

(1) At the time a resolution under paragraph 1 is passed:

- (a) the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;
- (b) the clerk to the parish council holds:
 - (i) the Certificate in Local Council Administration;
 - (ii) the Certificate of Higher Education in Local Policy;
 - (iii) the Certificate of Higher Education in Local Council Administration; or
 - (iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and
- (c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).

(2) For the purposes of this paragraph "relevant training" means training:

- (a) in the exercise of the general power;
 - (b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.
- c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above.

28. MATTERS AFFECTING COUNCIL EMPLOYEES

- a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.
- b) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- c) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- d) No employee other than the Chief Executive Officer shall have access to staff records referred to in Standing Orders 28(b) and (c).
- e) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 128b) and (d) above shall be provided only to the Direct Services Manager and/or Senior Administration Officer if so justified.
- f) **Relatives of Councillors or Officers**

If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who

fails to do so shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure.

- g) The Proper Officer shall make known the purpose of this Standing Order to every candidate.

29. FREEDOM OF INFORMATION ACT 2000

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.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy & Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

30. FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve Financial Regulations drawn up by the RFO, which shall include detailed arrangements in respect of the following:
- i) The accounting records and systems of internal control.
 - 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.
 - v) Procurement policies (subject to Standing Order 30(b) below) including the setting of values for different procedures where the 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 £25,000 shall be procured on the basis of a formal tender as summarised in Standing Order 30(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 of the goods, materials, services and the execution of works shall be drawn up.
 - ii) An invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process

- iii) The invitation to tender shall be advertised in an appropriate manner.
 - iv) Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
 - v) Tenders submitted shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed
 - vi) Tenders are to be reported to the appropriate meeting of the Council or committee or sub-committee with delegated responsibility
- e) Neither the Council, nor a committee a sub-committee with delegated responsibility is bound to accept the lowest value tender, estimate or quotation or indeed any
- f) **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

31. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

- a) On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer (Chief Executive Officer) shall refer it to the Monitoring Officer at Lichfield District Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications shall be confidential and, insofar as it possible to do so by law, the Council (including the Proper Officer and the Leader of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality:
 - i) Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii) Ensure that any background papers containing the information set out in Standing Order 30(a) above are not made public.
 - iii) Ensure that the public and press are excluded from meetings as appropriate.
 - iv) Ensure that the minutes of meetings preserve confidentiality.
 - v) Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e) Standing Order 30(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Leader of the Council otherwise) from disclosing information to

Councillors and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

- f) The Council may:
 - i) Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter.
 - ii) Seek and share information relevant to the complaint.
 - iii) Grant the Councillor involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the Full Council.
- g) References in Standing Order 30 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- h) **Upon notification by the District Council that a Councillor has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.**

32. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add to or to vary or revoke one or more the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting vote in favour of the same.

33. RESTRICTION ON COUNCILLOR ACTIVITIES

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.

34. STANDING ORDERS TO BE GIVEN TO COUNCILLORS

- a) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of their declaration of acceptance of office form.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with Standing Orders.

Burntwood Town Council

14th July 2021

Update of Financial Regulations

1.0 Purpose of the Report

1.1 This report outlines proposed updates to the Town Council's Financial Regulations.

2.0 Background

2.1 The Financial Regulations, together with the Standing Orders, are the 2 main documents which govern the workings of the Council and should be regularly reviewed. The Council's Financial Regulations were last reviewed on 26th September 2019.

3.0 Proposed Amendments to Regulations

3.1 Following a review of the regulations only two minor changes are proposed. Both apply to Regulation 11.1:

i) the supply of telephone, gas and electricity should now be removed from the exempted services list. These services are now provided by a wide range of operators within a very competitive market and therefore should be open to competitive quotation;

ii) reference to specialist legal services should be removed. The current wording can give the impression that this exemption only applies to legal services.

3.2 The proposed updated Financial Regulations are provided as Appendix 1

4.0 Financial Considerations

4.1 The proposed changes pose no immediate financial implications but should enable competitive contracts in the future for the supply of telephone/ IT services, gas and electricity.

5.0 Legal Context

5.1 Under the provisions of section 27 of the Audit Commission Act 1998 and the guidance issued in Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide (published jointly by NALC and SLCC) local councils are directed to put in place a set of rules that govern the management of their financial affairs.

6.0 Conclusion

6.1 The Town Council is following good practice by regularly reviewing its financial regulations. On this occasion the regulations require very little amendment

7.0 Recommendation

7.1 The Town Council is recommended to approve the revised Financial Regulations, incorporating the amendments as outlined above as set out in Appendix 1.

Contact Officer

Graham Hunt

graham.hunt@talk21.com

01543 677166

ENCLOSURE NO. 6



BURNTWOOD TOWN COUNCIL

FINANCIAL REGULATIONS Adopted 14/07/2021

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Section	Description
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16.	Risk Management
17.	Suspension and Revision of Financial Regulations

1. GENERAL

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

- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure and statement of balances, or record of receipts and payments and additional information, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the Financial Regulations of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts, are submitted to the Council for approval to be written off only with the approval of the Town Clerk and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions regarding:
- setting the final budget or the precept (Council Tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors
- shall be a matter for the full Council only.
- 1.14 In addition the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the

Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the website of the National Association of Local Councils' (NALC).

2. ANNUAL ESTIMATES (BUDGET)

- 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 September each year.
- 2.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and then the Council.
- 2.3 The Council shall consider annual budget proposals at its meeting in January.
- 2.4 The Council shall fix the precept (Council Tax requirement) and relevant basic amount of Council Tax to be levied for the ensuing financial year at its January meeting, to meet any deadline set by Lichfield District Council. The RFO shall issue the precept to Lichfield District Council and shall supply each member with a copy of the approved annual budget.
- 2.5 The approved annual budget shall form the basis of financial control for the ensuing year.
- 2.6 The Town Clerk shall prepare and have regard to, a three-year forecast of Revenue and Capital Receipts and Payments, which shall be prepared for Council approval at the same time as the annual Budget or Estimates.

3. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 3.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £5,000;
 - a duly delegated committee of the Council for items over £1,000, or
 - the Town Clerk or Finance Officer, as appropriate, in conjunction with the Chairman of the Council or Chairman of the appropriate committee, for any items below £1,000.
 - Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk or Finance Officer and where necessary also by the appropriate Chairman.

- Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 3.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared for each Town Council meeting and shall show explanations of material variances. For this purpose 'material' shall be in excess of £100 or 15% of the budget.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Town Clerk shall report the action to the Chairman or Leader of the Council as soon as possible and to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless approved by the Council.
- 3.6 The salary budgets are to be reviewed at least annually by November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Policy and Resources Committee chairman. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract be let or tender accepted involving capital expenditure, unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 3.8 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 3.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 4.2 On a regular basis, at least once in each quarter, and at each financial year end, the Chairman of the Policy and Resources Committee shall verify bank reconciliations (for

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

- 4.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Governance and Accountability Return (as specified in proper practices), as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 4.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 4.6 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - not be involved in the financial decision making, management or control of the Council.
- 4.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 4.8 For the avoidance of doubt, in relation to internal audit, the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 4.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 4.10 The RFO shall, without delay, bring to the attention of all Councillors, any correspondence or report from internal or external auditors.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO in consultation with the Town Clerk and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments made since the previous meeting or required, forming part of the Agenda for the Meeting, and, together with the relevant invoices, be presented to the Policy and Resources Committee. If more appropriate, the details may be shown in the Minutes of the Meeting. This schedule will include any payments made by Council cards, which will in turn include re-imbursements of the petty cash account.
- 5.3 All invoices for payment shall be examined, verified and certified by the Town Clerk, Deputy Town Clerk or RFO to confirm that the works, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO or Deputy Town Clerk shall examine invoices for arithmetical accuracy, analyse them to the appropriate expenditure heading and take all steps to arrange timely payment of all invoices submitted, and which are in order.
- 5.5 The Town Clerk shall have delegated authority to authorise payments of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, where the Town Clerk certifies that there is no dispute or other reason to delay payment, provided that the payments are included on the schedule of payments submitted to the next meeting of the Policy and Resources Committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that the payments are included on the schedule of payments submitted to the next meeting of the Policy and Resources Committee.
 - c) Fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that the payments are included on the schedule of payments submitted to the next meeting of the Policy and Resources Committee.
- 5.6 For each financial year the Town Clerk or Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council or a duly authorised committee may authorise payment for the year provided that the requirements of regulation 3.1 (Budgetary Controls) are adhered to, provided also that the payments are included on the schedule of payments submitted to the next meeting of the Policy and Resources Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.

- 5.8 In respect of grants the Council shall approve expenditure within any limits set by the Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant more than £5,000 shall, before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Payments shall be made following authorisation, under Financial Regulation 5 above
- 6.3 All payments shall be affected by BACS or cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4 Cheques or orders for payment drawn on the bank account shall be signed by two members of Council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or an order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or the BACS listing sheet(s).
- 6.6 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates, Salaries, PAYE and NI and Superannuation Fund may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy and Resources Committee as made.
- 6.7 If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.8 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be retained in a sealed envelope in the Council's safe. The envelope may not be opened other than in the presence of two Councillors and the Town Clerk as administrator. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as

practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.9 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10 Daily back-up copies of the records on any computer shall be made and shall be stored safely away from the computer in question, and preferably off site.
- 6.11 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12 Where internet banking arrangements are made with any bank, the Town Clerk and, where additionally required, RFO shall be appointed as Service Administrators. The bank mandate approved by the Council shall identify several Councillors who will be authorised to approve transactions on those accounts.
- 6.13 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these Regulations.
- 6.14 Changes to account details for suppliers, which are used for internet banking, may only be changed on written hardcopy notification by the supplier which should be signed by the RFO. A programme of regular checks e.g. quarterly, of standing data with suppliers will be followed.
- 6.15 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Policy and Resources Committee and authority for topping-up shall be at the discretion of the Council.
- 6.16 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.17 The Deputy Town Clerk may provide petty cash in advance to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of up to £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to evidence the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Policy and Resources Committee under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of National Insurance and PAYE currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for PAYE, National Insurance and pension contributions, or similar statutory or discretionary deductions, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each total monthly salary payment is reported to the next available Policy and Resources Committee meeting, as set out in these Regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (Sage Instant Payroll software). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under the Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.6 An effective system of personal performance management should be maintained for all officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be

approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4 All investments of money under the control of the Council shall be in the name of the Council.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.6 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank or branch, shall be made in accordance with Regulation 5 (Authorisation of Payments) and Regulation 6 (Instructions for Payments).

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied, shall be agreed annually by the Council and notified to the RFO. 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 by the Town Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers, with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made quarterly and to coincide with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council, to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to

some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10 Income received must not be paid into any petty cash float but must be separately banked, as provided elsewhere within these Regulations.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order, email or letter shall be issued under the Town Clerk's signature for all work, goods and services, unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Records of orders shall be controlled by the RFO.
- 10.3 All Members and officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4 A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Town Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency, provided that this Regulation shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of water, sewerage and NNRD payments;
 - (ii) for specialist services
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external auditor up to an estimated value of £500 (more than this sum the Town Clerk shall act after consultation with the Chairman and Leader of the Council); and

- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24EU (which may change from time to time).
- d) Where applications are made to waive Financial Regulations relating to contracts, to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract, and the Town 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 Town Clerk. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 30: Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2010.
- h) When it is intended to enter into a contract of between £10,000 and £25,000 (i.e. below the limit covered by para. 11.1b) a formal tendering process must be carried out. For contracts between £10,000 and £1,000 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 Town Clerk shall obtain three quotations (priced descriptions of the proposed supply); where the value is below £1,000 Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACT 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 Town Clerk, upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholdings 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 variations to, addition to or omission from a contract, must be approved by the Council and the Town Clerk in writing to the Contractor, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Town Clerk shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Chairman of the relevant Committee or the Leader of the Council together with any other consents required by law, save where the estimated value of any one item of tangible, moveable property, does not exceed £250.

- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register must be verified at least annually by the Town Clerk, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

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

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

RECORD OF REVISIONS		
REVISION NO.	DATE APPROVED	REASON FOR REVISION
1.0	20 September 2007	Original document
1.1	17 July 2008	Addition of Section 18.0: Review of Effectiveness of Internal Audit
1.2	14 January 2010	Revised Petty Cash float from £100 to £200 (6.4(a))
1.3	19 May 2011	Revised Banking Arrangements and Cheques to include the Town CEO as a signatory (5.3)
1.4	07 November 2013	Recognition of change relating to the Audit Commission (4.5)
1.5	13 March 2014	Change to contract value (from £20,000 changed to £10,000) at which a minimum of three tenders are required (11.1(b) and 11.1(h))
2.0	July 2016	Complete revision in line with NALC's Model Financial Regulations
3.0	September 2019	General update including change in officer roles and titles and Council delegation of approval of payments list to Policy and Resources Committee
4.0	14 July 2021	Remove telephone, gas and electricity supply from exemptions under Regulation 11.1. Also remove reference to specialist legal advice from this regulation

Burntwood Town Council

Wednesday 14th July 2021

Proposed name of new road.

1.0 Purpose of Report

1.1 To seek the views of the Town Council regarding the name of a new road to be built as part of the development of the land to the Rear of 161-167 High Street, Chasetown.

2.0 Background

2.1 The Town Council has received a request from Lichfield District Council for suggestions for a name for a new access road to a housing scheme to be built behind 161 -167 High Street, Chasetown (see Appendix 1). The developer has been unable to suggest any suitable names.

3.0 Guidelines for suggesting Street Names

3.1 The main rules for naming streets are that addresses are clear, unambiguous and logical. A new street name should be different to anything already in use in the area and should not be difficult to pronounce or awkward to spell. Similarly, phonetically similar names within a postal town area should also be avoided. Where possible, they should try to reflect the history, heritage or geography of the local area.

3.2 All new street names should end with one of the following suffixes: Street, Road, Way, Avenue, Drive, Place, Grove, Mead, Vale, Meadow, Rise, Crescent, Close, Court, Square, Hill, Path, Lane, Walk. Possible options therefore could be Back Lane, Narrow Street or Town Close.

3.3 The use of a name that relates to some alive or deceased will need the written agreement from the named person, their family or estate administrators.

3.4 Street names that could be seen as advertising or are offensive will be rejected.

3.5 Where a road is in two parts, the use of North, South, East and West in street names should be avoided (e.g. North Road East and North Road West). It is preferred that two different road names are used.

4.0 Financial Considerations

4.1 This report raises no financial considerations for the Town Council.

5.0 Legal Context

5.1 Lichfield District Council is responsible for street naming under the provisions of the Public Health Act 1925. The District Council has the power to consult the local community (including the Town Council) about potential names.

6.0 Conclusion

6.1 The request from the District Council to name this new road offers the Town Council the opportunity to put a more local spin on the functional descriptions listed in paragraph 3.2.

7.0 Recommendation

7.1 The Town Council is recommended to agree a name for the new road.

Contact Officer

Graham Hunt

graham.hunt@staffordshire.gov.uk

01543 677166

Legend

 road extent

Drawing Details:

Scale 1:600

Date: 02/07/2021

Drawing Prepared by:

GIS Officer

Coordinate System: British National Grid
Projection: Transverse Mercator
Datum: OSGB 1936
False Easting: 400,000.0000
False Northing: -100,000.0000
Central Meridian: -2.0000
Scale Factor: 0.9996
Latitude Of Origin: 49.0000
Units: Meter



**ENCLOSURE NO. 7 -
APPENDIX 1**

