

**MINUTES OF NORTH HORSHAM PARISH COUNCIL'S
ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 10TH MAY 2018
AT 7.30pm AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

Present: Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, J. Davidson, Mrs R. Ginn*, Mrs F. Haigh, R. Knight, M. Loates, R. Millington*, T. Rickett B.E.M.*, D. Searle, J. Smithurst, S. Torn, R. Turner, I. Wassell and Mrs S. Wilton.

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards; one candidate for co-option.

FC/228/18 Election of the Chairman

Following nomination by Cllr M Loates and being seconded by Cllr P Burgess, Cllr A. Britten was elected Chairman of the Council and signed his declaration of office.

FC/229/18 Election of the Vice Chairman

With prior consent from Cllr T. Rickett B.E.M., Cllr M Loates nominated him for the position of Vice Chairman of the Council and this was seconded by Cllr K Burgess. Cllr T. Rickett B.E.M. was elected Vice Chairman of the Council. He will sign his declaration of acceptance of office at the earliest opportunity.

FC/230/18 Public Forum

There were no members of the public in attendance.

FC/231/18 Apologies for absence

The Council received apologies and reasons for absence from Cllr Mrs R. Ginn, Cllr R. Millington and Cllr T. Rickett B.E.M..

FC/232/18 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 8th March 2018 were agreed and signed by the Chairman as a true record.

FC/233/18 Declarations of interest

Cllr A. Britten, Cllr P. Burgess, Cllr Mrs K. Burgess and Cllr S. Torn declared a personal interest in Section 106 applications (FC/244/18) and 'Horsham District Council Year of Culture 2019 (FC/245/18) as they are Horsham District Councillors.

Cllr M. Loates declared a personal interest in Development North of Horsham – Community Land Trusts as he has an association with Saxon Weald who have involvement in Community Land Trusts. (FC/246/18).

There was an opportunity for Councillors to update their Declarations of Interest if necessary.

FC/234/18 Co-option of a Councillor for Roffey South

Following a brief presentation by the candidate, **the Parish Council RESOLVED to co-opt Mrs J Gough onto the Parish Council.** Mrs Gough signed her declaration of office and took part in the remainder of the meeting.

FC/235/18 Committees and Working Parties

The following Committee Minutes were presented to Council:-

(a) Property Committee - 3rd May 2018.

(b) Planning, Environment and Transport Committee – 22nd March 2018 and 26th April 2018.

(c) Finance and Administration Committee – 19th April 2018.

It was RESOLVED that the Committee Minutes listed above be received and adopted.

FC/236/18 Annual Meeting of the Electors of the Parish

The Parish Council noted the Annual Report 2017/18 and the minutes of the Annual Meeting of the Electors held on 23rd April 2018. These minutes will be signed at the next Annual Meeting of the Electors in 2019.

FC/237/18 Reports from representatives on outside bodies.

Cllr D. Searle reported that he had attended a meeting of the Weinerberger Liaison Group and was waiting for the minutes.

He further reported that the Horsham Town Community Partnership initiative to facilitate training on mobile scooters was very popular and had become very successful. The group had also secured funding to further improve the Riverside Walk.

FC/238/18 Reports from District or County Councillors

West Sussex County Council (WSSC) Cllr. Peter Catchpole, WSSC Cllr. Andrew Baldwin and Horsham District Council (HDC) Cllr. Roy Cornell, gave their apologies for the meeting.

Cllr Baldwin submitted a report as follows:-

The large pothole on Crawley Road in the pinch point near Jewsons and Tesco Express has been repaired. (It was observed that the repair was failing).

On 26th April 2018 Cllr Baldwin met with the Chair of Governors at Northolmes School and a WSSC Highways Engineer. WSSC was looking at the possibility of putting down hexagonal shaped plastic material which allows grass to grow through it, but also allows parking for cars. The area

involved would be around 20 yards of the grass verge on the school side of Leith View Road. Cllr Baldwin is waiting for costings from the WSCC Highways Engineer.

HDC Cllr P. Burgess reported that there was a network evening for the Horsham District Year of Culture 2019 on 12th June 2018. He also observed that North Horsham Parish Council's response to Planning Application WSCC/015/128/NH for a Recovery, Recycling and Renewable Energy facility on Langhurstwood Road had been commented on favourably in the local press.

FC/239/18 Chairman's announcements

- Jordan Day resigned as Councillor for Roffey North on 23rd April 2018. The Parish Council thanked him for his contribution and wished him well.
- The Parish Council considered three options for the possible future management of the Godwin Way Car Park owned by Horsham District Council (HDC) at the March 2018 Council Meeting. Two options relied on contributions from local retailers. It was resolved to keep the charges for the Godwin Way Car Park as is, but to check that this was acceptable with the retailers before proceeding.
The Clerk wrote to retailers on 20th March 2018 inviting them to respond to either of two questions:-
 1. I am happy with the pay and display car parking at Godwin Way Car Park as is.
 2. I am not happy with the pay and display car parking and I am willing to contribute £.....per annum for at least three years, to provide free parking at Godwin Way Car Park (at all times) / (for a period of 1 hour)The Chairman hand delivered the letters, however, no responses were returned by the deadline of 31st March 2018 or since. Therefore, the resolution passed at the last meeting stands.
- Several Councillors met with HDC's Parks and Countryside Development Officer and Parks and Countryside Project Officer on 28th March 2018 at Roffey Millennium Hall to look at plans for an upgrade to the play area at Roffey Recreation Ground and updates from other play areas in the parish. The notes from the meeting were presented at the Finance and Administration Committee meeting on 19th April 2018. The Parish Council considered an application for grant funding towards the Roffey Recreation Ground play area but declined.
- Thank you to everyone who attended the Public Meeting to hear views on the proposed Recovery, Recycling and Renewable Energy facility on Langhurstwood Road on 20th April 2018 and who helped to clear away. The Parish Council response was submitted on 1st May 2018.

Thank you to those who attended the Annual Parish Meeting of the Electors. All help was greatly appreciated.

FC/240/18 Calendar of Meetings for 2018/19

The Parish Council AGREED the calendar of meetings for 2018/19 attached.

FC/241/18 Appointments to Council Committees and Outside Bodies

The Parish Council AGREED the appointments to Council Committees and Outside Bodies attached.

FC/242/18 Financial matters

The Parish Council RESOLVED to note the Financial Report to 31st March 2018, to agree the payment schedule to 31st March 2018 for £53,627.49 (attached) and the payment schedule to 30th April 2018 for £41,847.88. (attached).

The Parish Council noted the final report from the Internal Auditor. In particular it was acknowledged that the Council follows best practice regulations and has adapted to maintain compliance, that the systems and procedures in place are fit for purpose and a model of good practice. There were no ongoing actions.

The Council considered and agreed a review of the effectiveness of the internal audit. (attached).

The Council AGREED the list of creditors paid by Direct Debit as follows:-

British Gas – gas and electricity supplies.

Business Stream – Water charges.

CF Corporate Finance Ltd – Lease of photocopier.

EDF Energy – Electricity for Parish Council owned street lighting.

Horsham District Council – waste collection, rates, dog bins.

Horsham Publications- article in Horsham Pages (North).

Public Works Loan Board – loan for Roffey Millennium Hall.

SOS Systems – printing.

The Council noted the following actions taken on the Risk Assessments:-

Fire risk assessments. A thorough fire risk assessment was carried out in 2017. The Council agreed to have professional fire risk assessments on a three year rolling programme. North Heath Hall was assessed earlier in 2018 and Roffey Millennium Hall will be done in the 2018/19 financial year

with Holbrook Tythe Barn in 2019/20. Remedial actions from the fire risk assessment at North Heath Hall have been addressed. These included installing carbon monoxide detectors in the boiler rooms.

Health and Safety Risk Assessments.

Risk of unlawful entry, criminal damage or theft with the potential to cause harm and attack or verbal abuse had been reduced by the installation of CCTV cameras, a panic alarm linked to the intruder alarm monitoring company and reduced access for use as public toilets at Roffey Millennium Hall. A lone worker policy had been adopted to cover all staff. The other buildings still have some risk surrounding lone working which is currently being reviewed. All lone workers are advised to lock the doors when working to give added control.

A sharps bin has been provided at each building to reduce the risk of cuts and infection.

Regular inspections are carried out at the play areas, multi courts and other buildings.

The Parish Council tree wardens have started to make inventories of the Parish Council's trees and when issues are raised they are followed up by a tree specialist.

Work has been done to identify fences owned by the Parish Council and remedial work is planned.

Any health and safety related work is brought up with the Property or other appropriate Committee on an ongoing basis.

Financial and Management Risk Assessment

Policies are updated, reviewed and implemented as required. The Council keeps up to date with training . A professional company has been brought in to implement the necessary measures required to be GDPR compliant. The asset register is updated on an ongoing basis. There is still a need for VAT training, but when appropriate training becomes available staff members will go on it.

The bank accounts are reviewed regularly. The Nationwide and Co-operative banks hold funds that are covered by the Financial Services Compensation Scheme (FSCS). A Business Interruption Plan and Strategy has been developed.

The allotment agreement was reviewed in 2017 and there are processes in place to monitor and report on the Council's assets and financial affairs. The North Horsham Friendship Group has increased numbers and is attracting new members.

The Council noted the Asset Register for 2018 which had been e-mailed to all Councillors.

FC/243/18 Annual Governance and Accountability Return and public inspection of the 2017/18 accounts.

The Council RESOLVED to agree the Annual Governance Statement 2017/18. (Section 1 of the Annual Governance and Accountability Return (AGAR)) and to agree that the Annual Governance Statement 2017/18 be signed by the Chairman and the Clerk.

The Council RESOLVED to agree the Accounting Statements 2017/18. (Section 2 of the AGAR) and to agree that the Accounting Statements 2017/18 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO).

The Council noted the additional information to be sent to the external auditor in support of the AGAR 2017/18 by the submission date of 10th July 2018.

The Council RESOLVED to adopt the public inspection period for the 2017/18 accounts of 4th June 2018 to 13th July 2018.

FC/244/18 Standing Orders and Financial Regulations

The Council AGREED the updated Standing Orders and Financial Regulations attached.

FC/245/18 Policies

The Council RESOLVED to adopt a Privacy Policy. It was further AGREED to review and adopt the updated Legionella Policy and Communications Policy (all policies attached).

FC/246/18 Section 106 applications

Cllr A Britten, Cllr P. Burgess, Cllr K. Burgess and Cllr S. Torn declared a personal interest in this item. They took part in the discussion.

HDC had received applications for a soft play barn at the Holbrook Club, work to Roffey Recreation Ground (HDC project) and work to the Skate Park at Horsham Park (HDC project). The Parish Council was invited to give their views on how the S 106 funding of around £167,000, which came mainly from Novartis, should be awarded.

It was RESOLVED to recommend to HDC that the soft play barn at the Holbrook Club and the work to the Roffey Recreation Ground be awarded the Section 106 money to be divided as appropriate. The Parish Council supported the use of money that came from development in North Horsham for projects within North Horsham to give maximum benefit to local residents.

FC/247/18 Horsham District Council Year of Culture 2019

Cllr A Britten, Cllr P. Burgess, Cllr K. Burgess and Cllr S. Torn declared a personal interest in this item. They took part in the discussion.

Cllr Alan Britten, Cllr Roland Knight and the Clerk met with the Community Development Manager and Year of Culture Officer at HDC to discuss the grant award of £1,000 given to North Horsham Parish Council in respect of the Year of Culture 2019 on 9th April 2018.

The Festival to celebrate and raise the profile of the Motte and Bailey at Chennells Brook could no longer go ahead, so alternative ideas were explored. The Motte and Bailey has significant site restrictions for an event and the officer from HDC was exploring what these were. However, he was going to talk with the curator of Horsham Museum to see if a limited amount of tours could be accommodated, led by a local history group. It was suggested that the Chairman of the Horsham Green Gym may be of assistance in this matter.

It was suggested that an event could be held at the new play area at Roffey Recreation Ground as it has a medieval theme which could link to the Motte and Bailey, however, the distance between the two sites was an issue and it was thought to be impractical.

The HDC officer explained that as part of the Year of Culture it was hoped that all primary schools in the area would go through 'Artswork' which enables children and young people to find their voice, become skilled leaders and achieve their aspirations through arts and culture. The Parish Council still hoped to hold a small photographic exhibition showcasing old North Horsham which would be held at the Roffey Millennium Hall in 2019, so it was suggested that the two ideas be linked and schools could get involved in a project looking at the history of the area and display their work as part of the exhibition.

The proximity of the Riverside Walk to the Motte and Baily site could offer some scope for promoting the listed Ancient monument and it was thought that there had originally been a trail which included the Motte and Bailey site which had resulted in the information boards located there. Further dialogue would be taking place in due course and the Parish Council was supportive of the work being undertaken.

FC/248/18 Development North of Horsham

*Cllr M. Loates declared a personal interest in this item.
He took part in the discussion.*

The Parish Council RESOLVED to support working with the developer on the progression of the community buildings on the development north of the A264.

The Council AGREED to explore Community Land Trusts to find out how they work and to ascertain whether this method of working could allow the Parish Council to play a closer role in supporting affordable housing.

FC/249/18 Correspondence

The Council received correspondence lists from 9th March 2018 to 10th May 2018. (Copies attached).

FC/250/18 Date of next Council meeting

The next Parish Council Meeting will be held on Thursday 5th July 2018 (Scheduled).

There being no other business, the Chairman closed the meeting at 9.07pm.

..... Signed

..... Dated

**NORTH HORSHAM PARISH COUNCIL
CALENDAR OF MEETINGS MAY 2018 to MAY 2019
All meetings will be held at Roffey Millennium Hall.**

APRIL 2018 Monday 9 th Thursday 12 th Thursday 19 th Monday 23rd Thursday 26 th	Internal Controls WP. Property. Finance and Administration. Annual Meeting of Electors of the Parish. Planning, Environment & Transport.	NOVEMBER 2018 Thursday 1st Thursday 22 nd	COUNCIL. Planning Environment & Transport.
MAY 2018 Thursday 10th Thursday 17 th Thursday 24 th	COUNCIL. Personnel. Planning, Environment & Transport.	DECEMBER 2018 Thursday 6 th Thursday 13 th Thursday 20 th	Property. Finance and Administration. Planning, Environment & Transport.
JUNE 2018 Thursday 14 th Monday 18 th Thursday 21 st Thursday 28 th	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.	JANUARY 2019 Thursday 10th Thursday 17 th Thursday 24 th	COUNCIL. Personnel. Planning, Environment & Transport.
JULY 2018 Thursday 5th Thursday 19 th	COUNCIL Planning Environment & Transport.	FEBRUARY 2019 Monday 4 th Thursday 7 th Thursday 14 th Thursday 21 st	Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.
AUGUST 2018 Thursday 16 th Thursday 23 rd Thursday 30 th	Property Planning, Environment & Transport. Finance and Administration.	MARCH 2019 Thursday 7th Thursday 21 st	COUNCIL Planning, Environment & Transport.
SEPTEMBER 2018 Thursday 6th Thursday 13 th Thursday 20 th	COUNCIL. Personnel. Planning Environment & Transport. (Budget)	APRIL 2019 Thursday 4 th Monday 8 th Thursday 11 th Monday 15th Thursday 18 th Thursday 25 th	Personnel Internal Controls WP. Property. Annual Meeting of Electors of the Parish. Finance and Administration. Planning, Environment & Transport.
OCTOBER 2018 Monday 1 st Thursday 4 th Thursday 11 th Thursday 18 th Thursday 25 th	Internal Controls WP. Personnel (Budget) Finance and Administration. (Budget) Property. (Budget) Planning Environment & Transport.	MAY 2019 Thursday 16th Thursday 23 rd	COUNCIL. Planning, Environment & Transport.

Councillor appointment to Committees and Representation on Outside Bodies

May 2018-2019

Full Council (19)	Finance and Administration (7) can include Chair and Vice Chair of Council	Property (7)	Planning (12) 3 members from each ward.	Personnel (5) can include Chair and Vice Chair of the Council plus Chair of Finance
Alan Britten	Peter Burgess	Karen Burgess	James Davidson	Alan Britten
Karen Burgess	Richard Millington	James Davidson	Rita Ginn	Martin Loates
Peter Burgess	Tony Rickett BEM (TBC)	Rita Ginn	Joy Gough	Tony Rickett BEM
James Davidson	John Smithurst	Roland Knight	Frances Haigh	Simon Torn
Rita Ginn	Simon Torn	David Searle	Roland Knight	Sally Wilton
Joy Gough	Ray Turner	John Smithurst	Martin Loates	
Frances Haigh	Sally Wilton	Simon Torn	Richard Millington	
Roland Knight			Tony Rickett BEM	
Martin Loates			David Searle	
Richard Millington			Ray Turner	Year of Culture 2019 WP (Council)
Tony Rickett BEM			Ian Wassell	Alan Britten
David Searle			Sally Wilton	Roland Knight
John Smithurst				Ray Turner
Simon Torn			Red denotes Holbrook East	
Ray Turner			Green denotes Holbrook West	Neighbourhood Plan Steering Group (Cncl)
Ian Wassell			Blue denotes Roffey North	Alan Britten
Sally Wilton			Black denotes Roffey South	James Davidson
				Martin Loates
				John Smithurst

Committee Chairman and Vice Chairman to be elected at first meeting of each Committee

Outside bodies	Representative	Second representative or deputy
BIFFA - Brookhurstwood Landfill site Liaison Group	David Searle	
Brittaniacrest Liaison Group	David Searle	Roland Knight
Weineberger Liaison Group	David Searle	
Horsham Association of Local Councils	Alan Britten	Martin Loates
Horsham District Burial Advisory Group no longer active		
Sussex Association of Local Councils	Alan Britten	Peter Burgess/ Martin Loates
Horsham in Bloom	Rita Ginn	
Gatwick Airport Noise Management Board (NMB)	Tony Rickett BEM	James Davidson
Horsham Town Community Partnership	David Searle	

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LLoyds Bank Accounts

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Horsham Publications Ltd	DD -ON A/C	56.10		Purchase Ledger Payment
01/03/2018	Horsham District Council	DD-MAR18	161.85		Dog bin collectioqn March 2018
02/03/2018	Assurity Consulting Ltd	020318-1	402.00		Legionella testing
02/03/2018	G. Burley & Sons Ltd.,	020318-2	1,771.69		Grass cutting
02/03/2018	Servcom Services UK Ltd.,	020318-4	343.78		Heating repair
02/03/2018	N. Simmonds,	020318-5	165.00		Emergency light test
02/03/2018	Southern Counties Tea & Coffee	020318-6	81.60		Coffee
02/03/2018	West Sussex County Council	020318-7	471.55		Payroll administration charge
02/03/2018	Woodstock IT Services	020318-8	340.20		RAM upgrade
02/03/2018	Lloyds Credit Card payment	020318-3	59.74		Lloyds Credit Card payment
02/03/2018	Roffey Friendship Club	008985	200.00		Grant
05/03/2018	British Gas Business	DD-MAR 18	451.53		Electricity -14.1.18 - 13.2.18
06/03/2018	Public Works Loan Board	DD-E07805	6,778.85		Public Works Loan - RMH
13/03/2018	Essential Hygiene & Catering S	1303181	173.87		TRoll dispensers
13/03/2018	Horsham District Council	1303182	1,076.60		Parking permits
13/03/2018	Johnson Logistics	1303183	611.00		Repair fence posts and rails
13/03/2018	D. Lees	1303184	45.90		February 2018 expenses
13/03/2018	SSALC Ltd	1303186	54.00		WSALC Spr conf. Cllr P Burgess
13/03/2018	M Stoner,	1303187	45.00		Expenses Feb 2018
13/03/2018	T C Maintenance	1303188	280.00		High level clean NHH
13/03/2018	West Sussex County Council	1303189	22,748.42		Salaries February 2018
14/03/2018	British Gas Business	DDb	327.88		Gas 26.01.18-21.02.18
15/03/2018	British Gas Business	DD2	151.14		Gas 26.01.18-23.02.18
15/03/2018	Lloyds Credit Card-mar 18	FPO-GOPAK	575.52		6 Tables
21/03/2018	British Gas Business	D D	2,616.10		Gas 01.12.17-28.02.18
22/03/2018	EDF Energy Ltd	DD-Mar18	112.35		Electricity street lighting
23/03/2018	Lloyds Bank	2303181	12.78		Vacuum hose
23/03/2018	Lloyds Bank	2303181A	71.87		Carbon monoxide alarms/ bisc
23/03/2018	Lloyds Bank	2303182	19.44		Repair materials
23/03/2018	Lloyds Bank	2303183	40.94		Heater
23/03/2018	Lloyds Bank	2303184	7.72		Repair Materials
23/03/2018	Adrian Mobile Locksmith Ltd	2303182	90.00		Repair metal fire doors
23/03/2018	Assurity Consulting Ltd	2303183	600.00		Fire risk assessment
23/03/2018	V Edwards	2303184	55.35		Expenses Jan- Mar 18
23/03/2018	Extinguere Ltd	2303185	160.55		Fire equipment service
23/03/2018	Hitek Calibration Servs	2303186	40.20		Thermometer
23/03/2018	N. Simmonds,	2303187	2,046.00		Electrical inspection
23/03/2018	Viking Direct	2303188	445.62		Cleaning materials
23/03/2018	R Tettekpoe	8987	250.00		Return refund 21201/21350
28/03/2018	British Gas Business	DD	514.83		Elec 02.02.18-01.03.18
28/03/2018	British Gas Business	DD1	288.60		Elec 02.02.18-01.03.18
28/03/2018	Abacus Playgrounds Ltd	2803181	7,473.60		Safety surfacing
28/03/2018	BT Payment Services Ltd	2803182	677.43		Telephone charges
28/03/2018	R McCartney,	2803183	67.32		Expenses Nov 17 - Mar 18
28/03/2018	Trafalgar Cleaning Equipment L	2803184	328.77		Replacement hose
28/03/2018	UK Aggregates Ltd	280318-10	334.80		Seat for bus shelter

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Lloyds Bank Accounts

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>53,627.49</u>		

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LLoyds Bank Accounts

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2018	G. Burley & Sons Ltd.,	030418-1	1,771.69		Grasscutting
03/04/2018	Essential Hygiene & Catering S	030418-2	11.98		Cleaning materials
03/04/2018	Horsham District Council	030418-3	130.00		Car parking permit
03/04/2018	N. Simmonds,	030418-4	165.00		Electrical testing
03/04/2018	T C Maintenance	030418-5	280.00		High level cleaning
03/04/2018	Ultraclean Commercial	030418-6	426.00		Window cleaning
03/04/2018	West Sussex County Council	030418-7	22,481.53		March salaries
03/04/2018	The Royal British Legion	8988	500.00		Silent soldiers sponsorship
03/04/2018	Horsham District Council	DD-7341652	811.20		Refuse collection
03/04/2018	Horsham District Council	DD-7344880	408.20		Refuse collection
03/04/2018	Horsham District Council	DD-7344899	408.20		Refuse collection
03/04/2018	Horsham District Council	DD-7364962	168.30		Emptying PC dog bins
03/04/2018	EDF Energy Ltd	DD-Mar18	116.68		Streetlighting electricity
03/04/2018	Horsham Publications Ltd	ON ACC 4	56.10		Horsham Pages(North) annual
04/04/2018	Fidelis Security Ltd	040418-1	842.40		Intruder alarm service
04/04/2018	D. Lees	040418-2	47.70		Expenses March 2018
04/04/2018	NETCOM	040418-3	170.16		IT Support
04/04/2018	M Stoner,	040418-4	30.60		Expenses to 31.3.18
04/04/2018	British Gas Business	DD Mar18	419.28		Gas 14.2.18-13.03.18
09/04/2018	Action in Rural Sussex	090418-1	144.00		Subscription
09/04/2018	C Brewer & Sons Ltd	090418-2	143.94		Internal decortion os wc
09/04/2018	Grigg & Co	090418-3	110.00		Repairs to tap
09/04/2018	Horsham Association of Local C	090418-4	15.00		Subscription
09/04/2018	SSALC Ltd	090418-5	17.00		LCR
09/04/2018	N. Simmonds,	090418-6	88.00		March salaries
09/04/2018	Viking Direct	090418-7	100.01		Staionery
09/04/2018	West Sussex County Council	090418-8	8.64		Pension contr shortfall
10/04/2018	SOS Systems	DD-11208	63.60		Printing
17/04/2018	British Gas Business	DD=Mar18	149.33		Gas 24.02.18-23.03.18
17/04/2018	Essential Hygiene & Catering S	170418-1	582.63		Cleaning Materials
17/04/2018	Johnson Logistics	170418-2	255.00		Repairs
17/04/2018	Pitney Bowes Finance Ltd.	170418-3	17.70		Franking machine contract
17/04/2018	West Sussex ALC Ltd.,	170418-4	2,813.32		Subscription
17/04/2018	Strutt Tree Care	8989	590.00		Felling trees at Harwood Road
17/04/2018	British Gas Business	DD- Apr 18	512.88		Electricity 02.03.18-01.04.18
17/04/2018	British Gas Business	DD-Arp18	333.68		Electricity 02.03.18-1.04.18
17/04/2018	SOS Systems	DD-Mar18	53.98		Printing
17/04/2018	Horsham Publications Ltd	DD-on Acc	56.10		Purchase Ledger Payment
17/04/2018	Horsham District Council	DD-Rates04	648.00		Rates for April 2018
17/04/2018	Horsham District Council	DD=Rates04	963.00		Building Rates - April 18
19/04/2018	British Gas Business	DD-mar 18	387.73		Gas 22.2.18-26.03.18
24/04/2018	DF Pro Installations Ltd	24418-1	420.00		Partition wall service
24/04/2018	Essential Hygiene & Catering S	24418-2	157.10		Cleaning materials
24/04/2018	Mulberry & Co	24418-3	195.66		Internal audit report
24/04/2018	RBS Software Solutions	24418-4	647.16		Year end closedown
24/04/2018	Servcom Services UK Ltd.,	24418-5	2,978.42		New water heater
24/04/2018	Viking Direct	24418-6	150.98		Stationery

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Lloyds Bank Accounts

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>41,847.88</u>		

NORTH HORSHAM PARISH COUNCIL

Review of the Effectiveness of the Internal Audit 2017/18

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 05.09.2017 and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	YES
3. Competence	The Internal Auditor is a professional with appropriate qualifications. He is also the financial advisor for the Sussex Association of Local Councils and is highly regarded in the sector. The internal audit report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 05.09.2017. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report. The Internal Auditor has given training to the Council and there is a positive two-way relationship that has been strengthened over time. The Clerk is able to contact the Internal Auditor at any time to gain advice or guidance.	YES

reporting

concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.

- | | | |
|--|---|-----|
| 6. Internal audit work | The Internal Auditor visits twice a year and is available in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit. | YES |
| 7. Understanding the organisation, needs and objectives | The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current. | YES |
| 8. Being seen as a catalyst for change and forward looking | The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues. | YES |
| 9. Be challenging | The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement.
The Internal Auditor has challenged the way that the Council was handling its compliance with the Transparency Code 2015 and suggested ways of improving the website. The levels of General Reserve were also challenged and ways in which the Council can provide further services to the community have been raised. | YES |
| 10. Ensure the right resources are available. | Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit. | YES |

Review undertaken for the Annual Parish Council Meeting 10th May 2018



North Horsham Parish Council

Standing Orders

AGREED 10th May 2018

**Adapted from Model Standing
Orders 2018
(England)**



**National Association of Local Councils (NALC)
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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

A model standing order that includes brackets like this '()' requires information to be inserted by a council. Model standing orders includes alternative options for a council to choose from when determining standing orders. The appropriate option in line with practice has been chosen in these standing orders.

1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (fifteen) minutes

unless directed by the chairman of the meeting.

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

- **rights present and voting.**
- **r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

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

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

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

- **u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
-
- x A meeting shall usually start at 7.30pm unless agreed otherwise and a meeting shall not exceed a period of (two) hours.

4. COMMITTEES AND SUB-COMMITTEES

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

less than three;

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

5. **ORDINARY COUNCIL MEETINGS**

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

elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

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

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (two thirds of all) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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

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

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

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

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

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes

are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be

considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (four) days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU))**

shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by any meeting of the Council held in public is subject to standing order 11.
- b Absence from work will be reported in line with the Parish Council's absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.
- c The Chairman of the Council shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council or in his absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter. This matter shall be progressed informally by the most senior employee and reported to the Personnel Committee as appropriate.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council and progressed to the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The Council shall keep all written records relating to employees secure. All paper records shall be secured in a locked cupboard. Electronic records shall be password protected and if possible encrypted.
- i Access and means of access by keys and/ or computer password to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk, Deputy Clerk and Chairman of the Council. (As in 6.11 of the Financial Regulations)

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

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

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

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

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (two thirds of) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. TERMS OF REFERENCE OF NORTH HORSHAM PARISH COUNCIL

- a To consist of 19 Members, with a quorum of seven, and any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to –
 - a. Setting the overall Budget and Precept
 - b. Standing Orders
 - c. Code of Conduct for Members
 - d. Councillor Training
 - e. Emergency organisation
 - f. Major Projects
 - g. Complaints and Grievances (via the Complaints Panel)
 - h. Partnership Initiatives
 - i. Parish Plan
 - j. Liaison with Outside Organisations
 - k. Byelaws
 - l. Council Structure

28. **TERMS OF REFERENCE OF THE STANDING COMMITTEES AND WORKING PARTIES OF NORTH HORSHAM PARISH COUNCIL**

1. **FINANCE AND ADMINISTRATION COMMITTEE**

Has delegated authority and should consist of 7 members including the Chairman and Vice-Chairman of the Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for –

- a. Initial review of the Annual Accounts
- b. Initial review of Financial Regulations and Financial Policy
- c. Initial review of Internal and External Audits
- d. Budget Preparation
- e. Monitoring of Budgets
- f. Insurance
- g. Administrative Office Equipment
- h. Banking arrangements
- i. Payment authorization
- j. Grants
- k. Corporate Business Plan

2. **PROPERTY COMMITTEE**

Has delegated authority and shall consist of 7 members, with a quorum 3. To meet bi-monthly and to be responsible for the following –

- a. Committee Budget preparation.
- b. Monitoring Committee Budget
- c. All property assets owned by the Council
- d. Property Maintenance through the Repairs & Renewals Fund
- e. Health & Safety

3 **PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE**

Has delegated authority and shall consist of 12 members, preferably three from each of the four Wards, with a quorum of 4, preferably one from each Ward. To meet every month and to be responsible for the following –

- a. Committee Budget preparation
- b. Monitoring Committee Budget
- c. All planning applications within the Parish
- d. Planning policy
- e. Environmental matters
- f. Local waste policy
- g. Transport matters
- h. Local transport provision

4. PERSONNEL COMMITTEE

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and two other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring of Committee budget
- c. Disciplinary matters involving members of staff
- d. Grievances from members of staff
- e. General staff matters
- f. Staff Training
- g. Staff appraisals
- h. Establishment numbers
- i. Employment legislation

5. INTERNAL CONTROLS WORKING GROUP

Has no delegated authority. Reports to the Finance & Administration Committee. The Working Group can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agreed annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following –

- a. Accounting procedures of the Council
- b. Banking procedures
- c. Adherence to Financial Regulations
- d. Internal procedural spot checks

6. COMPLAINTS PANEL

- a. Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.
- b. To meet as required; and to consider and report findings/Recommendations on the following to Council –
- c. Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

7 OTHER WORKING GROUPS

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- a. To undertake a task or tasks delegated to it from Council or its Committees
- b. To undertake research and investigative work into a specific project
- c. To put forward alternative suggestions as a means of dealing with the project for consideration
- d. To put forward a series of Recommendations.
- e. It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the vote. Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.



NORTH HORSHAM PARISH COUNCIL

FINANCIAL REGULATIONS

Based on NALC Model Financial Regulations 2016.

Agreed at the Annual Parish Council Meeting 10th May 2018

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ 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 Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £2,000;

- the Finance and Administration Committee for items between £2,000 and £5,000;

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

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

The Property Committee has the responsibility for the Property Repairs and Renewals Fund. A rolling 'Repairs and Maintenance Plan' will be reviewed by the Property Committee and Finance and Administration Committee as part of the annual budget process, in order to determine the annual funding requirement. The Repairs and Renewals Fund will have a base level of £10,000 and will not be used for the funding of new Capital projects.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by request for Supplementary Budget. Supplementary Budgets will only be validated by resolution of the Finance and Administration Committee for all amounts over £2,000. Requests for a Supplementary Budget of over £5,000 must also be approved by resolution of the Council. 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').

Virements between Revenue and Capital projects must be approved as follows:-

Up to £2,000 by the responsible Committee.

Over £2,000 by the Finance and Administration Committee.

Over £5,000 by the Finance and Administration Committee and the Council.

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the RFO or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened

other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. The Council's preference will be for a two stage authentication process.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and Deputy Clerk and shall have a maximum limit of £750 and shall be subject to automatic payment in full at each

month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £150 - Reduce petty cash to reflect having a credit card for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

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

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

8. LOANS AND INVESTMENTS

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

accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable

that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. 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 Regulations².
 - 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

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

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO 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 RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO 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 28, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 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 RFO shall usually obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,500 and above £1,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

³ Thresholds currently applicable are:

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

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

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

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

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually and for maintaining appropriate inventories.
- 13.5. No equipment shall be leased, sold or otherwise disposed of without the authority of the appropriate Committee, save where the estimated value of one item does not exceed £500 or a transaction value of £1,000.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted,

rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the appropriate Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500 or a transaction value of £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in 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.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall give prompt notification to the Council's insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

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

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the RFO 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 make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Relevant notes to the Model.

Stated dates or months have been changed to suit local circumstances.

[square brackets] Those parts not relevant have been deleted. An alternative may have been provided.

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

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(a) and (b)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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North Horsham Parish Council

Privacy Notice

North Horsham Parish Council takes the protection of your data seriously. The Parish Council's aim is to provide a personalised and valuable service whilst safeguarding the privacy of the users'. Collecting some personal information is necessary to conduct the business of the Council. How the Parish Council manages individual personal information is detailed below.

Visitors to the North Horsham Parish Council website

In common with other websites the Parish Council collects standard internet log information and details of visitor behaviour patterns, this does not identify an individual.

If the Parish Council requires personal information via the website that would identify an individual, this would be clearly stated on the website. The reason for collecting individual personal information and why it was required would also be clearly explained.

Links to other websites

This privacy notice does not cover any links within the North Horsham Parish Council website linking to other websites. You are encouraged to read the privacy statements on any other linked websites.

Use of Cookies

The North Horsham Parish Council website does not use cookies to maintain and/or keep track of users' preferences.

Disclosure of personal information

North Horsham Parish Council do not collect individual personal contact details via the website for the purposes of providing a service.

However, individual personal details are collected for the purposes of discharging responsibility for services. Personal details will never be disclosed without the consent of the owner of the information. Details are retained as outlined in the North Horsham Parish Council's Documents and Data Retention Policy. (See website for details)

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address parish.clerk@northhorsham-pc.gov.uk or by writing to:-

The Parish Clerk
North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
RH12 4DT

North Horsham Parish Council is obliged to make a small charge for processing subject access requests. (See Publication Scheme available on the website).

If at any time you feel that we have failed to meet the standards set out above then please either contact the Parish Clerk or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns.

Adopted at the Parish Council Meeting held on May 10th 2018.
To be reviewed by May 2020.



NORTH HORSHAM PARISH COUNCIL

LEGIONELLA CONTROL POLICY

POLICY STATEMENT

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

KEY PRINCIPLES

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

WHO DOES THE POLICY APPLY TO?

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

REVIEW OF THE POLICY

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed at the annual meeting of Council in May of each year.

1. PROTECTION FROM HAZARDS

- 1.1. The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2. The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British and European standards, Codes of Practice and Guidance Notes

2. RISK ASSESSMENT

- 2.1. To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2. The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3. The Parish Council will take action where the level of control requires improvement
- 2.4. The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

3. CONTROL ACTION

- 3.1. The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2. Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3. The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

4. USE OF PRODUCTS

- 4.1. The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
 - Water Regulations Advisory Scheme (WRAS)
 - Fittings that bear the relevant British Standards Kitemark
 - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

5. WATER MANAGEMENT SYSTEM

- 5.1.** The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2.** The monitoring tasks required and their frequencies will be found within this system

6. LEGAL RESPONSIBILITIES AND TRAINING

- 6.1.** The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2.** The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3.** The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

7. REFERENCES

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) – ‘ Legionnaires Disease – the control of legionella bacteria in water systems’



North Horsham Parish Council

COMMUNICATIONS POLICIES

The following suite of policies aims to give guidance on all aspects of communication.

1. Policy on the use of the internet, e-mail and IT equipment.
2. Media Policy
3. Social Media Policy.

1. POLICY ON THE USE OF THE INTERNET, EMAIL AND IT EQUIPMENT Originally adopted November 2014

1. Policy Statement

North Horsham Parish Council is committed to maintaining a safe and proper use of all its IT facilities, including the use of email, the internet and IT equipment for the effective communication and protection of the business of the Parish Council, its staff and Councillors.

2. Key Principles

North Horsham Parish Council's Policy on the use of the internet, email and IT equipment is based on the following principles –

- That use of the Council's email facilities are permitted and used in a safe and lawful manner.
- That use of the internet on Council equipment is permitted and used in a safe and lawful manner.
- That monitoring of the use of the Council's email systems and the internet may take place within the scope of the General Data Protection Act 2018.
- That the Council's IT systems and equipment are protected with a range of IT security measures.
- That the potential consequences of breaches to this Policy are clearly identified.

3. Who does the policy apply to?

The Policy applies to all employees and Councillors of North Horsham Parish Council.

4. Review of the Policy

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years.

5. Use of E-mail systems

North Horsham Parish Council's email system is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The email system should, therefore, only be used for that purpose.

5.1 General guidance on the use of E-mail systems.

- The Council's email system should be used responsibly.
- Emails are to be written in accordance with the standards of any other written communication and the content and language used in the email must be consistent with best Council practice.
- Sent emails must not contain obscene, abusive or profane language.
- The email system should not be used for spreading gossip, for personal gain or be in breach of any of the Council's Policies e.g. sexual or racial harassment.
- Confidential information must not be sent externally outside of the Council.
- Emails are disclosable in any legal action against the Council relevant to the issues set out in the email.
- Emails must not include, either in the text or file attachments, sensitive personal data, without appropriate protection, in order to comply with the General Data Protection Regulations 2018.
- Email addresses should be treated, where appropriate, as confidential and care taken that private email addresses are not wrongly circulated.
- Emails sent to groups of people must be relevant to all concerned.
- Should any member of staff receive an email containing abusive or threatening language the Parish Clerk must be informed.
- Email inboxes will be managed by others when individual members of staff are absent from work by using the IT provider to forward e-mails to their line manager or other appropriate member of staff.
- Staff must refuse to accept emails with attachments sent by members of the public to facilitate using the photocopying service provided by North Horsham Parish Council.
- E-mails not of significance must be deleted within 12 months.
- Significant e-mails should be deleted as soon as appropriate.

6. Use of the Internet

6.1 The Council's connections to the closed Parish Council Internet are to be used by staff as part of the normal execution of an employee's job responsibilities for the Council's business and provision of services. Connections to the Internet must only be by way of IT equipment authorised for the purpose. Councillors using IT equipment owned by the Council must abide by this policy.

6.2 Any information (including email messages) that has been down loaded from the Internet by whatever means should be checked for computer viruses before being loaded onto any machine which is connected to the Council's network. This is necessary in order to avoid the Council's information systems being subjected to computer hacking and software viruses.

6.3 The wi-fi code for the open Internet connection must only be given to hirers of the Hall, staff and Councillors.

7. Non-permitted use of the internet

The following instances are deemed as unacceptable use or behaviour by employees or Councillors. This list is not exhaustive -

- Allowing any unauthorised users to access the internet using employees log in details; or while an employee is logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.

- Passing on such material to colleagues or other external persons or distributing and forwarding such material.
- Using the internet (or email system) to perpetrate any form of fraud; or software, film or music piracy.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas within the Council's systems or externally.
- Introducing any form of malicious software into the Council's network.
- Gambling.
- Disclosing of any confidential Council information without express consent.
- Registering an account on any website being used for personal reasons.
- Any other areas where the Council reasonably believes may cause them concern.
- The use of memory sticks from third parties to facilitate using the photocopying service provided by North Horsham Parish Council.

8. Monitoring and privacy issues.

8.1 The General Data Protection Regulations 2018 does not prevent the monitoring of emails and use of the internet by employees and Councillors on the Council's IT equipment. The Council's reasons for such monitoring are as follows –

- To ensure compliance with the Council's Dignity at Work Policies.
- To check for resources utilisation.
- To maintain the reputation of the Council.

8.2 The Council, may retrieve the contents of all incoming and outgoing email messages for the purpose of monitoring whether the use of email system is legitimate, to find lost messages and to respond to new incoming messages. Retrieval may also be undertaken to assist in the investigations of wrongful acts or to comply with any legal obligation.

8.3 Monitoring also includes password protected and deleted items.

9. Consequences of breaches of the Policy.

9.1 Serious breaches of the Policy in relation to non-permitted use of the internet and misuse of the Council's email system may be treated as gross misconduct and as such may be the subject of summary dismissal for employees.

9.2 Less serious breaches of the Policy may result in disciplinary proceedings being commenced for employees.

9.3 Breaches of the Policy by Councillors will lead to them not being able to use the equipment and being reported to the Monitoring Officer.

2. MEDIA POLICY

The media policy is based on a template issued by the National Association of Local Councils 2016.

Introduction

1. North Horsham Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this

information is not available via the Council's publication scheme, please contact the Council's Clerk or Deputy Clerk.

2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet.
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

- 4 This policy is subject to the Council's obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the General Data Protection Regulations 2018, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's publication scheme and on the Parish Council website www.northhorsham-pc.gov.uk.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's Publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Meetings of the Council and its committees include an opportunity for public participation and the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council will resolve on an individual basis whether the public may participate in a working party. Photographing, recording, filming or other reporting of a meeting of a working party is not allowed.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council Clerk, or Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Monitoring and review of this policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

3. SOCIAL MEDIA POLICY

This Social Media Policy is based on a template issued by the Society of Local Council Clerks 2016.

1. Policy statement

- 1.1. This policy is intended to help employees including Clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.
- 1.3. This policy forms part of the suite of Communications Policies.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in our name

- 4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website in the council's name and on our behalf.

5. Using social media

- 5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
- 5.2. Before using social media on any matter which might affect the interests of the council you must:
 - a) have read and understood this policy and the others in the suite of Communications Policies and
 - b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8. You are personally responsible for content you publish into social media tools.

- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.
- 7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.
- 7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to your Line Manager, the Clerk or Chairman.

8. Monitoring and review of this policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

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Correspondence List 1 from 9th March 2018 to 3rd May 2018.

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none">• Planned Roadworks in West Sussex.• Public Notice - Temporary Traffic Regulation Order - Northlands Road, Warnham - Start date 19/03/2018• Velo South Event - September 2018 – letter from Ms Goldsmith.• Proposed temporary Traffic Order Hammerpond Road - TTRO/957/RC• Early Warning Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - 11/06/2018• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 25/06/2018• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 04/06/2018• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Proposed start date 18/06/2018• Temporary road closures in Horsham – advertisement and background papers.• Recently sealed traffic orders in Horsham and Billingshurst.• Early Warning Notice - Temporary Traffic Regulation Order - Godwin Way, Horsham - 25/07/2018• Public Notice - Temporary Traffic Regulation Order - speed limit restriction - Hop Oast Roundabout & Worthing Road, Southwater - 12/03/18.• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 11/06/2018• Infrastructure support to the Voluntary and Community Sector in the Horsham District• Operation Watershed funding continues. Members were invited to put forward details of any potential project that could be funded by Operation Watershed money so that it could be put before the Planning Committee.• Details of organisational processes for 'Velo South'.• Temporary Traffic Regulation Order - Shepherds Way, Horsham - Start date 01/05/2018.• Horsham TC contra flow cycling Tuesday 26/06/18 - invitation to a workshop event.• Public Notice - Temporary Traffic Regulation Order - Black Horse Way, Horsham - Start date 03/05/2018• West Sussex County Council - Bus Strategy Consultation• Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road Level Crossing - Start date: 10/11/2018• Public Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - 28/4/18• West Sussex crowd - crowdfunding support.
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	<ul style="list-style-type: none"> • Statutory notice to revoke the decision to relocate Shelley Primary School - representation period of four weeks
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • What's on in Horsham. • New Public Spaces Protection Order in Horsham District and associated signage. As of 1st April 2018 a Horsham District Public Spaces Protection Order (PSPO) becomes enforceable by Police Officers and certain Horsham District council Officers. The Horsham District PSPO prohibits nuisance behavior relating to alcohol, unauthorized access and nuisance behavior, anti social use of vehicles and horse drawn vehicles, dog fouling and lack of control of dogs. The PSPO is being administered by Horsham District Council's Community Safety team. • Car Parking Strategy Review 2018. • Notes from a meeting held on 28th March between the Parish Council and HDC officers working on upgrading play areas in North Horsham. • UK Men's Shed Community Engagement Training Session • A Fantastic Medieval Play Area for Roffey Rec - Public Consultation Thurs 3rd May and Fri 4th May • Year of Culture update.
3.	<p><u>Resident correspondence</u> Letter to Chairman regarding community wardens. Notification of graffiti on road signs in Rusper Road.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 10 - 9 March 2018 • Chief Executive's Bulletin 11 - 16 March 2018 • Chief Executive's Bulletin 12 - 23 March 2018 • Chief Executive's Bulletin 13 - 29 March 2018 • Chief Executive's Bulletin 14 - 6 April 2018 • Chief Executive's Bulletin 15 - 13 April 2018 • NALC Newsletter – 14 March 2018 • NALC Newsletter – 29 March 2018 • NALC Newsletter – 24 April 2018 • NALC Ethical Standards Survey • Chief Executive's Bulletin 16 - 20 April 2018 • Chief Executive's Bulletin 17 - 27 April 2018
5.	<p><u>SALC</u> National Rural Crime Survey 2018 – invitation to complete survey.</p>
6.	<p><u>Older Peoples Forum</u> Update Latest Sussex Police Fraud Squad News - April 2018 <u>Older Peoples Forum - next public meeting 30th May</u></p>
7.	<p><u>Sussex Police</u> Horsham Weekly Bulletin 09/03/2018 Call for volunteers to support Operation Tulip which is to raise public awareness of the importance of securing garden sheds and tools and getting them marked. Tv Providers Discount Fraud 30/04/2018</p>
8.	<p><u>Southern Water</u></p>

	Update from Southern Water - Water Resources Management Plan & Drought Plan consultations
9.	<u>CCG</u> Patient Roundup 26th February to 9th March 2018. CCG Patient Roundup for the period 12 March to 23 March 2018 NHS dermatology services- opportunity for engagement Patient Roundup 26 March-06 April 2018 Patient Roundup 6th April- 20th April 2018
10.	<u>HAMSVS</u> Newsletter MARCH 14, 2018 Newsletter MARCH 28, 2018
11.	<u>Dementia Friendly Communities Meeting</u> Amberley Museum & Heritage Centre - Tuesday 8 th May at 10am - 12noon.
12.	<u>UK Power Networks</u> Spring Newsletter
13.	<u>Age UK Horsham District</u> Respite for carers information.
14.	<u>Gatwick Airport</u> Invitation to Discover Gatwick 18th April 2018
15.	<u>Horsham District Cycle Forum</u> Next forum meeting Tuesday 3rd April at 7:30pm in the Bodiam Room, County Hall North, WSCC, Parkside, Chart Way, Horsham.
16.	<u>Airs Village Halls & Community Buildings Advisory Service</u> Newsletter - March 2018 Newsletter - April 2018
17.	<u>West Sussex Fire and Rescue Service</u> Have your say on the Integrated Risk Management Plan for West Sussex Fire & Rescue Service – deadline 26 th May. E-mailed all Cllrs and invited them to submit as an agenda item.
18.	<u>Warnham Parish Council</u> Response to Planning Application WSCC/015/18/NH – Recycle, Recovery and Renewable Energy Plant at Langhurstwood Road.
19.	<u>Crawley, Horsham and Mid Sussex Home Start</u> Letter of appreciation for a £700 grant awarded by North Horsham Parish Council.
20.	<u>Horsham District Dementia Action Alliance</u> Communities meeting - 8 th May 2018 – Amberley Museum 10 am – 12pm.
21.	<u>Warnham Brickworks CLC</u> Minutes & next meeting date
22.	<u>WSCC/015/18/NH Britaniacrest and Incineration</u> Copy of response from Langhurstwood Road residents and various correspondence. Response from Liberty Property Trust.
23.	<u>Victim Support</u> Letter of appreciation for grant award of £500.

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Correspondence List 2 from 4th May 2018 to 10th May 2018

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none">• Vélo South - Sunday 23rd September 2018 (direct from Velo South Team)• Safer West Sussex Partnership Survey 2018.• Roadworks in West Sussex.
2.	<u>Horsham District Council</u> <ul style="list-style-type: none">• Planning Training 6th June 2018 1.30pm – 4pm – two Councillors only.
3.	<u>Resident correspondence</u> Reaction to article in Horsham Pages (North) – information about Crawley Road, Comment on Neighbourhood Plan and support of incinerator letter. Letter of condolence from Earles Meadow Conservation Group for the loss of Roger Wilton.
4.	<u>NALC</u> <ul style="list-style-type: none">• NALC Newsletter – 10 May 2018
5.	<u>Sussex Police</u> Get Safe Online With Safe Connected Homes 04/05/2018 2018 National Rural Crime Survey 05/05/2018
6.	Horsham CCG Patient roundup 21 st April 2018 – 4 th May 2018
7.	St Mark's Church Holbrook BIG QUIZ FUNDRAISER - Friday 8th June