

# Notice of the next Parish Council Meeting.

Parish Council Office: 1A The High Street, Langton Matravers, Dorset BH19 3HA

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960) & Local Government Act 1972 s100

Parish Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	The Full Council: Langton Matravers Parish Council
Time...	19:00hrs
Date...	Thursday 13 <sup>th</sup> June 2024
Place...	Langton Matravers Village Hall

County Councillor, the National Trust and Members of Public are cordially invited to join the meeting

Yours faithfully



Michelle Harrington Parish  
Clerk & RFO

6<sup>th</sup> June 2024

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## **AGENDA**

### **0624-19. APOLOGIES FOR ABSENCE**

To receive apologies of absence and to approve the reasons given. (Local Government Act (LGA) 1972 s85 (1))

### **0624-20. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

### **0624-21. DORSET COUNCILLOR'S REPORT**

To receive a report from the South East Purbeck Ward Member of Dorset Council.

### **0624-22. NATIONAL TRUST REPORT**

To receive a report from the National Trust.

### **0624-23. PUBLIC PARTICIPATION.**

Questions from members of public.

### **0624-24. MATTERS ARISING FROM PUBLIC PARTICIPATION.**

To discuss any matter arising from the Public Participation agenda item.

### **0624-25. VILLAGE SHOP WORKING PARTY UPDATE**

To receive an update from Cllr Golob.

### **0624-26. PLANNING AND LICENSING MATTERS**

To receive and consider all planning and licensing matters. N.B. Any application received after the agenda publication date may still be considered during the meeting. For an up to date list of applications to be discussed please check the website.

1. P/TRT/2024/02666, Location The Old Malthouse School, Langton Matravers, BH19 3HB. Proposal: T1 Beech – Fell and replant.
2. P/FUL/2024/01992, Location Verney Farm Gully Swanage BH19 3EX. Proposal: Erect lambing shed.

### **0624-27. PREVIOUS MEETING MINUTES – APPENDIX**

To confirm the minutes of the last Council meeting. (LGA 1972 sch 12, para 41(1))

**0624-28. MATTERS ARISING - APPENDIX**

To note actions may be updated after the agenda is published. A copy can be requested from the Clerk.

- a. Action Log Updates.
- b. Standing Orders.
- c. Financial Regulations.
- d. Risk Assessments and Policies.
- e. Waste Bin Replacements.
- f. State of Pavements.
- g. Grant Application from Pre-School.

**0624-29. CLERKS REPORT**

To discuss and agree the report and any recommendations contained within (Full details on individual recommendations are within the Clerks report supporting papers)

- a. Correspondence

**0624-30. FINANCIAL MATTERS - APPENDIX**

To discuss financial matters plus any recommendation and agree away forward.

- a. Bank balance.
- b. Monthly income and expenditure  
To approve the monthly expenditure and note the income.
- c. Conflict of Interest – BDO (External Auditors)  
To note any conflict of interest with BDO
- d. Hand Dryers – Public Toilets  
To discuss and agree away forward.

**0624-31. CHAIRMAN'S ANNOUNCEMENTS**

To receive a report from the Council Chairman and or Vice Chairman.

**0624-32. PARISH MATTERS**

To note any urgent matter not listed on previously listed on the agenda. (Note items may be added to a future agenda for full discussion).

**0624-33. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS**

To note any update from:

- a. Ways & Means (including finance, HR, legal & governance)
- b. Planning & Housing
- c. Highways and Transport
- d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)
- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities)
- f. Quarries / Agriculture
- g. Community & Communications (including surgery, school liaison & grant application).
- h. Environment and Tourism
- i. Emergency Planning.

# Parish Council of Langton Matravers

MINUTES OF THE PARISH COUNCIL MEETING OF LANGTON MATRAVERS PARISH COUNCIL HELD ON THURSDAY 16<sup>TH</sup> MAY 2024 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

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**PRESENT:**

Cllr Christie, Cllr Golob, Cllr Knight, Cllr Kwantes, Cllr Pearson, & Cllr Sutton.

**IN ATTENDANCE:**

7 Members of Public. Michelle Harrington (Clerk)

**ABSENT:**

Mr Clarke (National Trust)

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It was noted this meeting is being recorded. All recordings will be deleted once the draft minutes are typed.

**0524-1. ELECTION OF CHAIRMAN AND RECEIPT OF CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE**  
**RESOLVE:** Cllr Christie was elected as Langton Matravers Parish Council Chairman

Cllr Christie signed the Chairman Acceptance of Office

**0524-2. ELECTION OF VICE CHAIRMAN AND RECEIPT OF VICE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE**  
**RESOLVE:** Cllr Pearson was elected as Langton Matravers Parish Council Vice Chairman

Cllr Pearson signed the Vice-Chairman Acceptance of Office

**0524-3. APOLOGIES FOR ABSENCE**

Cllr Wilson sent his sincerest apologies that he was unable to attend the Council Meeting due to a clash with the first meeting of the new Dorset Council.

**0524-4. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

No declaration was made. NB this does not preclude any later declarations.

**0524-5. COUNCIL STRUCTURE**

A list of the previous members elected to committees / groups and other bodies was presented before the meeting. After a discussed the following was agreed:

**a. Working groups, Lead Councillors, Portfolio Holders**

	<b>Portfolio Holder</b>	<b>Lead Councillor</b>
Ways & Means	Cllr William Knight	Cllr Peter Golob
Planning & Housing	Cllr Peter Golob	Cllr Maggie Sutton
Highways & Transport	+1	Cllr Pete Christie
Parish Amenities	Cllr Daryle Pearson	Cllr Pete Christie
Parish infrastructure	Cllr Pete Christie	Cllr William Knight
Quarries / Agriculture	Cllr Pete Christie	+1
Community & Communications	Cllr Maggie Sutton	Cllr Daryle Pearson
Environment & Tourism	Cllr Pete Christie	Cllr Sutton
Emergency Planning.	Cllr Daryle Pearson	+1

It was noted that Mr. Paul Loudoun agreed to assist Cllr. Chrisie as an advisor on matters related to quarries / agriculture and environment / tourism. It was noted that Mr. Loudoun has no voting rights or authority within the Parish Council.

It was noted that Mr. Ian Vaughan Arbuckle agreed to assist Cllr. Pearson as an advisor on matters related to Emergency Planning. It was noted that Mr. Vaughan Arbuckle has no voting rights or authority within the Parish Council.

**Liaison Officer**

Allotment	Cllr Christie & Cllr Pearson
Tree & Hedgerow	Cllr Christie & Mr Loudoun
Rights of Way	+1
Village Hall Management Committee	Cllr Pearson

Sign:

Chairman: Cllr Christie

Date:

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#### Committee

Staff Appeals Committee  
SEDAC

Cllr Golob, Cllr Kwantes & Cllr Sutton  
Cllr Christie, Cllr Knight & Cllr Pearson

#### Working Party

Cemetery (New extension)

Cllr Pearson, Mr Loudoun & Clerk

Emergency Planning

Cllr Pearson & Mr Vaughan-Arbuckle

Governance

Cllr Christie, Cllr Golob, Cllr Knight, Cllr Pearson & Clerk

Planning

All Councillors

Playground - Monthly Inspection

Cllr Christie & Clerk

#### Representatives on other bodies (Note representatives do not have to be Cllr's)

Dorset Association for Parish & Town Council

Cllr Person & Cllr Sutton

SE Parish

Chairman & Clerk

Timson Trust

Chairman, Cllr Knight, +1 (need not be Councillors)

**ACTION:** Clerk to update the website with Working groups, Lead Councillors, Portfolio Holders

**b. General Power of Competence**

**RESOLVED:** Langton Matravers Parish Council meet the criteria for General Power of Competence. Noting 6 out of a possible 9 seats have been filled via election, and the Clerk is CiLCA qualified.

**c. Time and place of ordinary Council meetings**

**RESOLVED:** Full monthly Parish Council meetings will be held on the second Thursday of each month from 7pm in the Village Hall until May 2025.

**ACTION:** Clerk to book the Village Hall.

**d. Review Clerk's delegated powers**

**RESOLVED:** The Clerks delegated powers are defined within the job description and financial regulations.

The Clerk has delegation power to the value of £500.00, however if there is a significant health and safety situation the limit is increased to £1000 in conjunction with the Chairman.

**e. Bank Signatories**

**RESOLVED:** Cllr Christie, Cllr Golob, Cllr Knight & Cllr Pearson will continue to be signatories

**f. Standing Orders & Financial regulations**

**RESOLVED:** To postponed Standing Orders & Financial regulations approval until June 2024.

**ACTION:** Clerk to add Standing Order and Financial regulations to the June 2024 meeting.

**g. Risk Assessments & Policies**

**RESOLVED:** To postpone Risk Assessments & Policies approval until June 2024

**ACTION:** Clerk to add Risk Assessments & Policies to the June meeting.

**0524-6. NATIONAL TRUST REPORT**

Mr Clarke gave a verbal update on the NT failed land recovery application, plus noted the NT had held the annual activity providers landscape meeting, this was noted.

**0524-7. DORSET COUNCILLOR'S REPORT**

No report was received. Noting Cllr Wilson had only been in post just over one week.

**0524-8. PUBLIC PARTICIPATION**

The meeting was adjourned.

- a. 1 Member of public (MOP) wished to raise awareness about the recent refused beech tree application by the school. They requesting the Parish Council consider supporting the next application, based on the concerns raised on the impact on the pre-school. Noting the children have not been able to use the playground since February.
- b. A MOP wished to raise three points:
  1. Awareness on the lack of communication regarding the bus service from both Dorset Council and Morebus.

Sign:

Chairman: Cllr Christie

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2. Requested a new waste bin by the bus shelter.
  3. The pavement outside the old cemetery and other areas around the parish are in poor repair. Some repairs were made with tarmac instead of stone, and weeds are rampant, making the area look neglected.
- c. A MOP wished to echo previous comments regarding the pavements, plus request on what ground / level of authority Mr Loudoun and Mr Vaughan-Arbuckle hold within the Council.
- d. A MOP wished to state the following:
1. To give an update on the 20mph project noting the Clerk should receive correspondence from Dorset council shortly in regard to the position of the new signage.
  2. That DC policy is to investigate pavement issues raised, and if there is sufficient evidence of the pavement being unsafe or a trip hazard they will make a temporary repair using tarmac. If they believe the risk level is at an acceptable level they will leave it, until they are able to repair with stone. Noting the access to stone is limited and costly.
  3. The Speed Watch Team on their last roadside session, which was held in the new location by the old cemetery monitored 119 vehicles in one hour starting at 11am. It was noted currently there are 6 volunteers, but that it was necessary to try to recruit more volunteers.
- e. A MOP asked that the noticeboard internal notices be tidied up.

The meeting was reconvened.

**0524-9. MATTERS ARISING FROM PUBLIC PARTICIPATION**

- a. Beech Tree Application – **RESOLVED:** To hold an Extra Ordinary meeting to discuss a new application as and when it is received, if required.

**ACTION:** Clerk to forward treeworks application to Councillors, and discuss with Council Chairman the need for an Extra Ordinary meeting.

- b1. Communication from Morebus / Dorset Council. **RESOLVED:** Clerk to write to Cllr Ben Wilson (DC South-East Purbeck Ward Councillor) to request a shuttle bus from Swanage, servicing Langton Matravers, Worth Matravers, Kingston and return, be provided as standard, when works by any contractor including Dorset council close the B3069.

**ACTION:** Clerk to write to Dorset Council and Morebus, highlighting the need for a regular bus service, including during short term road works.

- b2. Waste bin – **RESOLVE** to add item to the June 2024 agenda for further discussion.

**ACTION:** Clerk to add Waste Bin replacement to June 2024 agenda.

- b3. Pavement – **RESOLVE** to add item to the June 2024 agenda for further discussion. To invite Cllr Ben Wilson and Dorset Council Highways Improvement Laura Russ for a walkabout the village, to look at pavements.

**ACTION:** Clerk to add "State of Pavement" to the June 2024 agenda.

**ACTION:** Clerk to invite Cllr Ben Wilson and Dorset Council Highways Improvement Laura Russ for a walkabout the village, to look at pavements.

- c. See minute reference 0524-5a for clarification.

- d1. 20mph – Noted

- d2. Pavements – See minute reference 0524-9 b3

- d3. Speed Watch – Clerk to create a poster advertising the need for more volunteers.

**ACTION:** Clerk to create a recruitment poster for Speed Watch volunteers.

- e. Noticeboards

**ACTION:** Clerk to tidy the noticeboards

**0524-10. VILLAGE SHOP WORKING PARTY UPDATE**

Cllr Golob gave a verbal update, this was noted.

Thanks were given to Cllr Golob, and the working party for all their work to date on this project.

Sign:

Chairman: Cllr Christie

Date:

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**0524-11. PLANNING MATTERS**

a1 Application No: P/FUL/2024/02124  
Location: Poppies Team Room Langton Matravers BH19 3EU  
Proposal: Retain animal shelter  
Comment: No objection as it is in keeping with locality.

**ACTION:** Clerk to submit planning decisions to Dorset Council.

**0524-12. MINUTES FROM PREVIOUS MEETING**

The minutes from the full council meeting held on Thursday 11<sup>th</sup> April 2024 were amended as follows then approved and signed as a correct record of the meeting.

“0424-130 d Out of the four empty allotment plots 2 have now been filled.”

**0524-13. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).**

- a Rhine Paving: **RESOLVE:** Postpone to future agenda after Cllr Ben Wilson & Laura Russ walkabout
- b. Grit Bins: Cllr Christie, has identified 3 grit bn locations, but will speak to Mr Paul Loudoun to try to identify the location of the remaining two. Cllr Christie will update Council accordingly.
- c. Priest Way Leaflet: It was noted Perenco, The National Trust, Land and Wave & Cumulus have all agreed to contribute £100 each to the cost of the new leaflet design and print. It was noted Worth Matravers have also agreed to contribute to the leaflet, amount to be agreed.

**0524-14. CLERK'S REPORT**

a Correspondence.

a1 It was noted Councillors had received a letter from a MOP regarding flooding within the Parish. This was noted.

b New SID location traffic survey report.

A copy of the Dorset Council SID survey carried out for a possible new SID location was submitted before the meeting, this was noted.

c. Land Registry.

A statement was submitted before the meeting, regarding the legal requirement to register land under lease for longer than 7 years with the Land Registry Office.

**RESOLVED:** Clerk to talk to NALC & SLCC to see if they offer professional help with this subject.

**ACTION:** Clerk to contact NALC and SLCC to see if they offer professional help with this land registry.

d. Parish Matters

No urgent parish matter was raised for noting.

**0524-15. FINANCE MATTERS**

a Bank Balances

A report was submitted before the meeting detailing the bank balances as of 30<sup>th</sup> April 2024 this was noted.

Unity 20477192 £1,051.16

Unity 20477189 £28,128.55

Lloyds £68,661.61 – as of 28th February 2024

Total £97,41.32

b. Monthly expenditure & Income

A report was submitted before the meeting detailing the monthly expenditure and income for February 2024.

The expenditure of £4,925.66 was agreed, and the income of £20,867.50 was noted. (A detailed list of the expenditure can be found at the end of the minutes). – Annex 1

**ACTION:** Clerk to process payments.

c. St Georges Pre- School Grant Application

A copy of a grant application form from St Georges Pre-School was submitted before the meeting.

**RESOLVED:** To reject the application as the Pre-school aims to join an Academy before the new academic year. Once they have settled, we will consider a new grant application for similar items.

Sign:

Date:

Chairman: Cllr Christie

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- d. **Internal Auditors Report**  
A copy of the Internal Auditors report was submitted before the meeting, this was discussed:  
**RESOLVED:** The Clerk will continue to work through the Auditors recommendations. Cllr Knight was approved to check the bank statements back to the cashbook quarterly.
- e. **The annual governance & accountability return 2023/243 part 3**  
A copy of the Annual Governance & Accountability Return 2023/24 Part 3 was submitted before the meeting, this was discussed:
- 1 **Section 1 – Annual Governance Statement 2023/24**  
Proposed Cllr Knight Seconded Cllr Pearson  
**RESOLVED –** To approve the Chairman & Clerk to sign the AGAR Section 1 Annual Governance Statement 2023/24
- 2 **Section 2 – Accounting Statements 2023/24**  
Proposed Cllr Christie Seconded Cllr Pearson  
**RESOLVED –** To approve the Chairman to sign the AGAR Section 2 Accounting Statements 2023/24  
**ACTION:** Clerk to submit the complete / signed AGAR to the external auditors.
- 3 **Year End Finance Summary**  
A copy of the year end finance summary was submitted before the meeting, this was noted.
- 4 **Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return**  
A copy of the period of Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return was submitted before the meeting, with dates for inspection from 3rd June to 12th July 2024. this was noted  
**ACTION:** Clerk to publish the Notice of Public Rights & Publication
- f. **Annual financial matters**
1. **Internal audit arrangements – RESOLVED:** To continue with Do the Numbers.
2. **Insurance arrangements – RESOLVED:** To gain quotes as standard operating procedures when the policy is due for renewal.
3. **Direct Debits (and standing orders)**  
Proposed Cllr Knight Seconded Cllr Christie  
**RESOLVED:** To continue with the current Direct Debit arrangements , plus to set up a Direct Debit for the electricity supply to the public toilets / office & highway lighting.  
**ACTION:** Clerk to set up a DD for the public toilets / office & highway lighting electricity supply.
4. **Review subscriptions**  
**RESOLVED:** To continue the annual subscriptions with Dorset Association of Parish and Town Council's & the Society for Local Council Clerks.
- 0524-16. **CHAIRMAN'S ANNOUNCEMENTS.**  
A verbal report was given by Cllr Christie, this was noted.
- 0524-17. **PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS**  
Portfolio Holders / Lead Councillors were invited to give a verbal update within their area:
- a. Ways & Means (including finance, HR, legal & governance) - Nothing to report
  - b. Planning & Housing - Nothing to report
  - c. Highways and Transport Nothing to report
  - d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)  
Cllr Pearson submitted a report before the meeting:  
Proposed Cllr Pearson Seconded Cllr Knight  
**RESOLVED:** We inform Mark Haysom that Langton Matravers Parish Council accept the offer to clean the cemetery extension land of stone, down to a depth of 6 foot and to reinstate the ground level to its current level as required, under the Town and Country (general development) (England) Order 2015 part 12 . " Permitted Development"

Sign:

Chairman: Cllr Christie

Date:

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**RESOLVE:** Acknowledge there will be a cost to screening and the Clerk will authorise under delegated powers.

**ACTION:** Clerk to contact Mark Haysom to confirm acceptance of offer. Plus to discuss fencing requirements.

e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities - Nothing to report

f. Quarries / Agriculture - Nothing to report

g. Community & Communications (including surgery, school liaison & grant application)

Cllr Sutton gave a verbal update on the Parish Assembly.

Proposed Cllr Pearson

Seconded Cllr Christie

**RESOLVED:** To purchase a banner advertising the assembly for display along the high street with a cost estimated between £50 - £100.,

**ACTION:** Clerk to design banner in conjunction with Cllr Sutton and Cllr Pearson.

h. Environment and Tourism - Nothing to report

i. Emergency Planning. Nothing to report

0524-18.

**DATE OF NEXT MEETING**

The next meeting:

Date: Thursday 13<sup>th</sup> June 2024

Location: Langton Matravers Village Hall

Time: 19:00

Closed at 21.41

Sign:

Chairman: Cllr Christie

Date:

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Annex 1

Date	Net	VAT	Total	Description	Supplier	Bank
16.05.2024	£72.59	£14.52	£87.11	Phone & Broadband	XLN	Unity Trust Bank
15.05.2024	£33.98	£0.00	£33.98	Water – Allotments	Water 2 Business	Unity Trust Bank
15.05.2024	£130.74	£0.00	£130.74	Water – Public Toilets	Water 2 Business	Unity Trust Bank
15.05.2024	£63.84	£3.19	£67.03	Electricity – Street Lights	SSE	Unity Trust Bank
15.05.2024	£21.75	£0.00	£21.75	Stationary	Corfe Castle Parish Council	Unity Trust Bank
15.05.2024	£16.66	£3.33	£19.99	Toilet Block - Supplies (Toilet Roll / Soap)	Ideal 365 Ltd	Unity Trust Bank
15.05.2024	£18.59	£3.72	£22.31	Toilet Block - Supplies (Toilet Roll / Soap)	Dodd Enterprises Ltd	Unity Trust Bank
07.05.2024	£29.92	£5.98	£35.90	Toilet Block - Supplies (Toilet Roll / Soap)	We Can Source It	Unity Trust Bank
08.05.2024	£487.50	£0.00	£487.50	Toilet Block - Cleaning	Linda McMorrow (Linda McMorrow)	Unity Trust Bank
15.05.2024	£2.80	£0.00	£2.80	Toilet Block - Supplies (Toilet Roll / Soap)	Co-op	Unity Trust Bank
07.05.2024	£72.59	£14.52	£87.11	Phone & Broadband	XLN Business Services	Unity Trust Bank
07.05.2024	£120.00	£24.00	£144.00	Domain Hosting	Mark Gracey GDPR	Unity Trust Bank
07.05.2024	£544.00	£108.80	£652.80	Grounds Maintenance	ITB Gardening and Tree Care Ltd	Unity Trust Bank
07.05.2024	£1,610.07	£0.00	£1,610.07	Salary	Michelle Harrington	Unity Trust Bank
07.05.2024	£711.08	£0.00	£711.08	National Insurance / Income Tax	HMRC	Unity Trust Bank
07.05.2024	£144.29	£0.00	£144.29	Pension	NEST	Unity Trust Bank
02.05.2024	£320.00	£0.00	£320.00	Audit	Do the Numbers Ltd	Unity Trust Bank
12.04.2024	£347.20	£0.00	£347.20	Annual Subscription	DAPTC - Dorset Association of Parish and Town Councils	Unity Trust Bank
	<b>£4,747.60</b>	<b>£178.06</b>	<b>£4,925.66</b>			

Sign:

Chairman: Cllr Christie

Date:

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Langton Matravers Parish Council Action Log

Action Number (year number / consecutive number)	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed) - Yellow action required during next meeting.
0324-5a	Clerk	Website Update	Clerk to update the website with Working groups, Lead Councillors, Portfolio Holders	Complete
0324-5b	Clerk	Village Hall Booking	Clerk to book the Village Hall	Darjle noted and booked
0324-5f	Clerk	SO & Finance Regs	Clerk to add Standing Order and Financial regulations to the June 2024 meeting.	Complete
0324-5g	Clerk	RA & Policies	Clerk to add Risk Assessments & Policies to the June meeting.	Complete
0324-9	Clerk	Treeworks	Clerk to forward treeworks application to Councillors, and discuss with Council Chairman the need for an Extra Ordinary meeting.	Extension granted
0324-9b1	Clerk	Letter	Clerk to write to Dorset Council and Morebus, highlighting the need for a regular bus service, including during short term road works.	
0324-9b3	Clerk	Wast bins	Clerk to add Waste Bin replacement to June 2024 agenda.	Complete
0324-9b3	Clerk	Pavements	Clerk to add "State of Pavement" to the June 2024 agenda.	Complete
0324-9b3	Clerk	Speed watch poster	Clerk to create a recruitment poster for Speed Watch volunteers.	Complete
0324-9b4	Clerk	Noticeboards	Clerk to tidy the noticeboards	Complete
0324-11	Clerk	Planning	Clerk to submit planning decisions to Dorset Council	Complete
0324-14c	Clerk	Land Registry	Clerk to contact NALC and SLCC to see if they offer professional help with this land registry	Access to HR advisors, not solicitors
0324-15b	Clerk	Payments	Clerk to process payments.	Complete
0324-15c	Clerk	Grant Application	Clerk to write to pre-school and advise of out come	06-06-24 Email from RP with information on
0324-152	Clerk	AGAR	Clerk to submit the complete / signed AGAR to the external auditors.	06-06-24 Complete
0324-152	Clerk	Finance Notice	Clerk to publish the Notice of Public Rights & Publication	Complete on website
0324-153	Clerk	DD & SO	Clerk to set up a DD for the public toilets / office & highway lighting electricity supply.	06-06-24 Complete
0324-17g	Clerk	Haysoms - Crack Lane Cemetery	Clerk to contact Mark Haysom to confirm acceptance of offer. Plus to discuss fencing requirements.	Darjle emailed
0324-17g	Clerk	Banner - APA	Clerk to design banner in conjunction with Cllr Sutton and Cllr Pearson.	Complete
0424-122	Clerk	Surface Water Site meeting	Clerk to write Stakeholders - (Aster Synergy, National Trust, Holiday Property Bond Cottages & Environmental Team) including report photo's to ask for meeting to discuss the flooding issue.	06-05-24 Letter drafted
0424-130	Clerk	Trees - Crack Lane	Clerk to find out who owns the trees /land either side of Crack lane (entire length of lane) It was agreed the Clerk carry out Land registry search for Deeds and titles at minimal cost.	
0424-126 0324-104	Clerk	Grit Bins	Clerk to look into cost of new bins and report back in the April meeting.	28-03-24 three contractors prices gained, Contractor 1 200L £274.80, 400L £448.80, Contractor 2 100L 149.80, 200L £199.99 400L £299.99. Contractor 3 90L £144.73 160L £215.66 400L £298.14 Recommend Contractor 2 200L or 400L 11-4-24 Cllr Christie to under take an audit of the grit bins locations and status
0324-109c	Clerk	Tender for toilet block cleaning and grass cutting	Clerk to compile a tender document for both the Grounds Maintenance and Toilet Block and present to the Governance Committee for first amendments.	
0324-108 0324-55	Clerk	Cemetery Shed Door Replacement	Clerk to obtain quotes for an externally opening door, with the option of either retaining the existing wooden door or replacing with a metal door and report back to Council.	09-02-24 Contact made with possible contractor 22-02-24 Contact made with possible contractors 28-02-24 quote received from 1 contractor £2,175 for metal door and frame with laminated wood effect door. Or £1,530 for metal door and frame with painted door. 11-03-24 Clerk to contact Wessex Industrial Doors to confirm the order.
0424-126 0324-96b	Clerk	Priest Way Leaflets	Cllr Vaughan-Arbuckle to contact the previous designer to arrange updating the old leaflet.	22-02-24 Perenco contacted 23-02-24 Perenco offered to pay £100 onwards re-design costs. 11-03-24 Clerk to contact surrounding Parish / Town Council to ask if they would like to contribute towards the cost of print. Plus to ask Perenco for logo for Cllr Vaughan Arbuckle. 28-03-24 STC & WMPFC contacted. Perenco email sent asking for logo 11-04-24 Clerk will contact the National Trust to ask they contribute towards the new leaflet. Cllr Vaughan-Arbuckle will pass on the leaflet designer details to the Clerk to take on the project [7,500 to be printed] 24-04-24 NT Confirmed £100 contribution 26-04-24 Sam from Cumulus agreed to pay £100 after being contacted by Tom 27-04-24 Rosie from Land and Wave agreed to pay £100 after being contacted by Tom

Red = No action taken to date; Amber = Work on-going; Green = Action taken and no further action required;  
Yellow = Discussion and approval required at next meeting

Langton Matravers Parish Council Action Log

0224-94 , 1223-34 e3	Clerk	Assets of Community Value	Clerk to apply to re-register the Scout & Guide Hut, the Public toilet / Parish office and St George's playing field.	15-01-24 Email received from resident requested Council consider the following assets: Allotments (owned by National Trust); Museum (Church); Old Malthouse (SATAO - directors - Marcus Clarke/Simon Moll); Putlake - owner Henry Scott (Scott Estate) The Kings Arms; Timpson Cottages; Speakers Corner (where Reg Saville's bench is) It is also suggested the Woodland Trail / Orchard be considered 02-02-24 Forms completed disseminated to Cllr's for review in February meeting. 08-02-24 agreed forms to submit as presented 22-02-24 Village Hall listed as an ACV by DC 23-02-24 Scout Hut, Public toilets / office & St Georges Playing field forms submitted 23-02-24 Village Hall confirmed as ACV by DC 11-03-24 The clerk was asked to investigate and report back as to what happens if the entire Old Malt House site is put up for sale if the tennis courts and walled garden are listed as an Asset of Community Value. 19-03-24 Spoke with Fiona DC who is checking with manager and will come back. 25-04-24 Public toilets and parish office listed as an ACV by DC 02-05-24 any residential area can not be listed as an ACV, therefore the Old Rectory (when formally a residential care home) can not be listed. the OMH site, is still pending. 02-05-24 St Georges Playing field and The Scout and Guide Hut have been approved for listing.
1223-54 d	All Cllr's	New Cllr Advertising	Councillors to inform the Clerk if they are able to assist with the poster drop in February 2024.	15-12-23 Cllr IVA stated he required 60 posters
1123-41a	Cllr Christie	Removal of green waste	Cllr Christie will talk to correspondent and suggest the cuttings are bagged and left by the Parish Office of them to dispose of.	
1123-41d	Clerk	Website - New	Clerk to develop a new website on the gov.uk domain.	

Red = No action taken to date; Amber = Work on-going; Green = Action taken and no further action required;  
Yellow = Discussion and approval required at next meeting

## ~~MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022~~

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## Langton Matravers Parish Council

### INTRODUCTION

~~This is version two of Model~~ **Standing Orders**

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## INTRODUCTION

~~2018 (England) updated~~ These standing orders are based on April 2022 Update to Model Standing Order 18 only.

### How to use model standing orders

~~Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational arrangements. The standing orders of a council are not the same as such the policies of a council but standing orders may refer to them.~~ the NALC 2018 model and have been modified to make them appropriate for a 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 of Langton Matravers' size and structure and administrative arrangements. The standing orders of a council are not the same as such the policies of a council but standing orders may refer to them.

~~Local councils operate within a wide statutory framework. detailed numbering occasionally differs from the 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.~~ Local councils operate within a wide statutory framework. detailed numbering occasionally differs from the 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.~~ 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.~~ Those 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.~~ For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

## 1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the ~~chair~~ 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 ~~chair~~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 ~~seconded and~~Chairman of 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 ~~chair~~Chairman of the meeting, ~~is~~be expressed in writing to the ~~chair~~Chairman.
- h) A councillor may move an amendment to ~~his/her~~their own motion if agreed by the Chairman of the meeting.~~If a motion has already been seconded, the amendment shall be with the consent of the seconded 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 ~~chair~~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 ~~chair~~Chairman of the meeting.
- k) One or more amendments may be discussed together if the ~~chair~~Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- ~~a~~ ~~A councillor may not move more than one amendment to an original or substantive motion.~~
- l) The mover of an amendment has no right of reply at the end of debate on it.  
~~b~~ ~~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.~~
- m) Unless permitted by the ~~chair~~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/she/they~~ last spoke;
  - iii. to move any other motion as defined in standing order 1 (p) below;
  - ~~iii-iv.~~ iv. to make a point of order;
  - ~~iv-v.~~ v. to give a personal explanation; or
  - ~~v-vi.~~ vi. to exercise a right of reply.

n) 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/she/they~~ ~~considers~~ considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he/she/they~~ is/are concerned by.

o) A point of order shall be decided by the ~~chair~~ Chairman of the meeting and ~~his/her/their~~ decision shall be final.

~~e)p)~~ \_\_\_\_\_ 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.

~~e)q)~~ \_\_\_\_\_ Before an original or substantive motion is put to the vote, the ~~chair~~ Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~his/her/their~~ right of reply.

~~e)r)~~ Excluding motions moved under standing order 1(~~fp~~), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ~~4~~ three minutes without the consent of the ~~chair~~ 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 ~~chair~~ Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) ~~disregard~~ disregards the request of the ~~chair~~ Chairman of the meeting to moderate or improve their conduct, ~~any councillor or the chair~~ Chairman of the meeting may ~~move~~ request that the person(s) 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~~ request made under standing order 2(b) is ignored, the ~~chair~~ 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.

## 2.3. MEETINGS GENERALLY

- Full Council meetings —◆
- Committee meetings —◆
- Sub-committee meetings —◆

- ◆ a — ~~Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.~~
- ◆ b — ~~The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.~~
- ◆ c — ~~The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].~~
- ◆ d — ~~Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.~~
- e — ~~Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.~~
- f — ~~The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( ) minutes unless directed by the chair of the meeting.~~
- g — ~~Subject to standing order 3(f), a member of the public shall not speak for more than ( ) 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 chair of the meeting may direct that a written or oral response be given.~~
- i — ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair 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/her/their comments to the chair of the meeting.~~

- k — Only one person is permitted to speak at a time. If more than one person wants to speak, the chair 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 Chair of the Council may in his/her/their absence be done by, to or before the Vice Chair of the Council (if there is one).
  - p — The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice Chair 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 chair 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/her/their casting vote whether or not he/she/they gave an original vote.
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- e — 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/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- 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/her/their 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 not exceed a period of ( ) hours.~~

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) 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.

- d) 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. Any question asked by members of the public shall not require a response from the Council during the meeting.
- e) The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed twenty minutes unless directed otherwise by the Chairman of the meeting. A member of the public shall not speak on any one topic for more than three minutes unless directed otherwise by the Chairman of the meeting.
- f) A person shall raise their hand when requesting to speak and stand when speaking (except when excused by the Chairman of the meeting). The Chairman of the meeting may at any time permit a person to be seated when speaking.
- g) A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.
- h) 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.
- i) Subject to standing order 3(i), 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.
- j) A person intending to report on a meeting shall seek permission from the Chairman of the meeting prior to the start of the meeting so that the Chairman can ensure that meeting will not be disrupted and that members of the public, if they so wish, can take any necessary actions to ensure their anonymity. The permission of the Chairman will not be unreasonably withheld.
- k) 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.

#### 1. ~~Subject to standing orders which indicate~~ **COMMITTEES AND SUB-COMMITTEES**

- l) ~~Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee, otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council.~~
- m) 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

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.

- n) Subject to a meeting being quorate, all questions shall be decided by a majority of the votes cast by those present and entitled to vote. Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- o) The Chairman of the meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote except when the presiding Chairman is no longer a member of the council in which case the Chairman will not have an original vote but still retains a casting vote in the event of voting equality.
- p) 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, the names of councillors who are absent and any apologies accepted;
  - 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.
- q) No business may be transacted at a meeting unless at least three councillors are present.
- r) If a meeting is or becomes inquorate no further business shall be transacted and the meeting shall be closed.
- s) A meeting shall be adjourned if the duration of the meeting, excluding public participation time, exceeds two hours

#### 4. COMMITTEES

- a) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. ~~Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.~~
- b) 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;
  - ~~i. 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 ( ) days before the meeting that they are unable to attend;~~
- v. shall, after it has appointed the members of a ~~standing~~ committee, appoint the ~~chair~~Chairman of the ~~standing~~that committee;
  - ~~ii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;~~
  - ~~iii. 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;~~
  - ~~iv. shall determine if the public may participate at a meeting of a committee;~~
  - ~~v. 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;~~
  - ~~vi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and~~
- vi. may dissolve a committee or a sub-committee.

#### 2.5. 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.  
~~if no other time is fixed, the~~
- c) The annual meeting of the Council shall take place at 7pm or such other time as may be determined by the Council.  
~~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~~shall normally meet at 7pm on the second Thursday of each month.
- e) The first business conducted at the annual meeting of the Council shall be the election of the ~~Chair~~Chairman and Vice-~~Chair (if there is one)~~Chairman of the Council.
- f) The ~~Chair~~Chairman of the Council, unless ~~he/she~~they ~~has~~have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until ~~his/her~~their successor is elected at the next annual meeting of the Council.



g) The Vice-~~Chair~~Chairman of the Council, ~~if there is one, unless he/she/they resigns/resign~~ or becomes disqualified, shall hold office until immediately after the election of the ~~Chair~~Chairman of the Council at the next annual meeting of the Council.

~~a~~— In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

~~b~~— In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

h) Following the election of the ~~Chair~~Chairman of the Council and Vice-~~Chair~~ (if there is one)Chairman of the Council at the annual meeting, the business shall include ~~but not be limited to the following~~:

~~i.~~ i. ~~In~~ in an election year, delivery by the ~~Chair~~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 ~~Chair~~Chairman of the Council of ~~his/her~~their acceptance of office form ~~unless~~;

~~ii.~~ ii. confirmation of the Council ~~resolves~~ arrangements for this internal audit;

~~iii.~~ iii. appoint bank signatories;

~~iv.~~ iv. ~~appoint representatives to be done at a later date~~ the Timson Trust and the Village Hall Management Committee;

~~i.~~ i. Confirmation of the accuracy of the minutes of the last meeting of the Council;

~~ii.~~ ii. Receipt of the minutes of the last meeting of a committee;

~~iii.~~ iii. Consideration of the recommendations made by a committee;

~~iv.~~ iv. ~~Review~~ review of delegation arrangements to ~~committees, sub-committees, staff and other local authorities~~ the Clerk/RFO;

~~v.~~ v. ~~Review~~ review of the terms of reference for ~~committees~~;

~~iii.~~ vi. Appointment of members to ~~new and~~ existing committees;

~~iv.~~ vii. ~~Appointment~~ appointment of ~~any~~ members to new and existing committees ~~in accordance with standing order 4~~;

~~viii.~~ viii. ~~Review~~ appointment of any Officers and/or portfolio holders;

~~v.~~ v. ~~review~~ and adoption of ~~appropriate~~ standing orders ~~and~~ financial regulations;

~~vi.~~ vi. ~~Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.~~

~~ix.~~ ix. ~~Review of representation on or work with external bodies, risk register, policies and procedures~~;

~~x.~~ x. ~~review of arrangements for reporting back~~ Direct Debits and Standing Orders that may be required for the coming year;

- vi-xi. ~~In~~ an election year, if appropriate, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence ~~in the future; in other years, if appropriate, to renew such powers;~~
- vii. ~~Review of inventory of land and other assets including buildings and office equipment;~~
- vii-xii. ~~Confirmation~~confirmation of arrangements for insurance cover in respect of all insurable risks;
- viii-xiii. ~~Review~~review of the Council's and/or staff subscriptions to other bodies;
- viii. ~~Review of the Council's complaints procedure;~~
- ix. ~~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);~~
- x. ~~Review of the Council's policy for dealing with the press/media;~~
- xi. ~~Review of the Council's employment policies and procedures;~~
- xii. ~~Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.~~
- ix-xiv. ~~Determining~~determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

#### 4.6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- a) The ~~Chair~~Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b) If the ~~Chair~~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 ~~chair~~Chairman of a committee ~~for a sub-committee~~ may convene an extraordinary meeting of ~~the~~that committee ~~for the sub-committee~~ at any time.
- d) If the ~~chair~~Chairman of a committee ~~for a sub-committee~~ does not call an extraordinary meeting within ~~( )~~seven days of having been requested to do so by ~~( )~~two members of ~~the~~that committee ~~for the sub-committee~~, any ~~( )~~two members of ~~the~~that committee ~~for the sub-committee~~ may convene an extraordinary meeting of ~~the~~that committee ~~for a sub-committee~~.

#### 5.7. 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 ( ) 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.~~  
~~a) 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 ~~chair~~Chairman of the meeting.

## 6.9 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 ~~except those covered by standing order 10~~ 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 ~~( )~~five 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 ~~( )~~five 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 ~~chair~~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~~of the Chairman of the meeting 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/its 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;  
~~i. to temporarily suspend the meeting;~~
  - xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);  
~~ii. to temporarily suspend, adjourn the meeting; or~~
  - xv. ~~to close the meeting.~~
  - xvi. Any motion which in the opinion of the Chairman of the meeting should not be delayed until a subsequent meeting.

#### 7.11. MANAGEMENT OF INFORMATION

*See also*

- a) The Council Shall manage its information in accordance with relevant legislation.

#### DRAFT MINUTES ~~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).

~~12. 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.~~

- ~~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 the draft minutes, including amendment(s) made to them shall be confirmed by resolution and shall be signed by the Chairman 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, they shall sign the minutes and include and a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings"~~
- ~~e) The Council shall publish minutes in accordance with its publication scheme.~~
- ~~f) Subject to the publication of minutes and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes and/or recordings of the meeting for which approved minutes exist shall be destroyed.~~

~~Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.~~

## ~~2. 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.~~

~~d— If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:~~

~~"The chair 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/her/their 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.~~

### ~~8.13. 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.~~

~~a— Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.~~

~~b— Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.~~

~~c— 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.~~

~~d— A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.~~

~~e— 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.~~
- ~~f. 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] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].~~
- ~~g. 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.~~

#### 9.14. CODE OF CONDUCT COMPLAINTS

- a) Upon notification by the ~~District or Unitary~~Dorset 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 14,~~ 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 ~~Chair~~Chairman of Council of this fact, and the ~~Chair shall~~Chairman may nominate another ~~staff member~~person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and ~~the Council~~Dorset Council's Hearings Sub Committee has agreed what action, if any, to take ~~in accordance with standing order 14(d).~~
  - ~~b)c)~~ 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;
- ~~a. 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.~~



#### 40.15. \_\_\_\_\_ 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. The Council may appoint a locum~~ when the Proper Officer is absent.
- b) The Proper Officer shall:
- i. ~~at least three clear days before a meeting of the council, or a committee of 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~~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 0,~~ include on the agenda all motions ~~in the order~~ received unless a councillor has given written notice ~~at least ( ) days~~ before the meeting confirming ~~his/her~~their withdrawal of it;
  - iii. ~~convene a meeting of the Council for the election of a new Chair~~Chairman of the Council, occasioned by a casual vacancy in ~~his/her~~their 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;
    - i. ~~liaise, as appropriate, with the Council's Data Protection Officer (if there is one);~~
  - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - x. 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, ~~the Council's retention policy~~ and other legitimate requirements ~~(e.g. the Limitation Act 1980);~~
  - xi. arrange for legal deeds to be executed;  
~~(see also standing order 23);~~
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
  - xiii. record every planning application notified to the Council and the Council's response to the local planning authority in ~~a book for such purpose~~the agreed manner;

- xiv. refer a planning application received by the Council to the ~~[Chair~~Chairman or in his/her/their absence the Vice-Chair (if there is one) of the Council] ~~OR [Chair or in his/her/their absence Vice Chair (if there is one) of the (→) Committee]~~Chairman within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of ~~{the Council} OR {(→) committee}; and~~
- xv. manage access to information about the Council via the Council's publication scheme; and
  - ii. ~~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).~~

#### ~~44-16.~~ RESPONSIBLE FINANCIAL OFFICER

- a) ~~The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer (RFO) shall be the Clerk. The Council may appoint a locum when the Responsible Financial Officer/RFO is absent.~~

#### ~~42-17.~~ 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~~their~~ 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.~~
- a) ~~The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of Regulation (see also standing order 18 below) when maintaining 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.~~  
and producing Annual Statements

#### ~~42.18.~~ 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:~~which shall be consistent with proper practice and relevant legislation. The Council shall adhere to these regulations when discharging its financial responsibilities.
  - 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.~~
- a. ~~Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.~~
- b. ~~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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- c. ~~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.~~
- ~~d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.~~

~~Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~

#### 44.19. HANDLING STAFF MATTERS

- ~~a. A matter personal to a member of staff that is being shall be considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.~~
- ~~b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-committee] or, if he/she/they is not available, the vice-chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason Staff Employment Discipline and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.~~
- ~~c. The chair of [the ( ) committee] OR [the ( ) sub-committee] or Complaints Committee (SEDACC) in his/hor/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].~~

- d— Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in his/her/their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- e— Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-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.
- a) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 10(f), the committee's terms of reference, the contract of employment, staff policies & procedures and any relevant legislation.

#### ~~46.20.~~ RESPONSIBILITIES TO PROVIDE INFORMATION

~~See also standing order 21.~~

- a— ~~In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.~~
- b— ~~[If gross annual income or expenditure (whichever is higher) does not exceed €25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

OR

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

- a) The Council shall conform with all Freedom of Information (FOI) legislation.

#### ~~46.21.~~ RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

~~(Below is not an exclusive list).~~

~~See also standing order 11.~~

- a) ~~The Council may appoint a~~ shall conform with all Data Protection ~~Office~~ legislation.
- ~~a~~ ~~The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.~~
- ~~b~~ ~~The Council shall have a written policy in place for responding to and managing a personal data breach.~~
- ~~c~~ ~~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.~~
- ~~d~~ ~~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.~~
- ~~The Council shall maintain a written record of its processing activities.~~

#### 47-22. 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.

#### 49-23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

~~OR~~

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

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

~~19-24.~~ COMMUNICATING WITH ~~DISTRICT AND COUNTY OR~~ UNITARY  
**COUNCILLORS**  
COUNCILLOR

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

~~20-25.~~ RESTRICTIONS ON COUNCILLOR ACTIVITIES

- ~~a. Councillors~~ Unless duly authorised no councillor shall:
- ~~i. inspect any land and/or premises which the Council has a right or duty to inspect;~~  
or
  - a) issue orders, instructions or directions. shall adhere to their obligations set out in the Council's Code of Conduct.

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.
- ~~a. 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 ( ) councillors to be given to the Proper Officer in accordance with standing order 9.~~
- ~~b. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.~~
- b) The decision of the ~~chair~~Chairman of a meeting as to the application of standing orders at the meeting shall be final.
- c) Otherwise, the Council shall follow its policies, procedures and regulations.
- ~~b)d) Otherwise, the Council shall adhere to all relevant legislation and statutory guidance.~~



## Langton Matravers Parish Council Financial Regulations

MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

Based on the NALC model

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## 1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing ~~orders~~orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. ~~1.9. The RFO;~~

### 1.9. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations, and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and

- produces financial management information as required by the council.

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

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

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

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

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

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

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- Disposing of or writing off Council assets;
- 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 application~~

- ~~approve any or a~~ single commitment in excess of £500-; ~~and~~
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

## **2. Accounting and audit (internal and external)**

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

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
- has 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. Not used.**

3.2. The RFO must each year, by no later than ~~end of November,~~ prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £500 or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

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

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

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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 or~~ no later than November for the following financial year and such review shall be evidenced by ~~email to chairman personnel and a hard copy schedule signed by the minutes evidencing Clerk and the review Chairman of annual budgets. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. Council or relevant committee.~~

4.5. In cases of extreme risk to the delivery of council services, the ~~Clerk~~ clerk may authorise revenue expenditure on behalf of the council which in the ~~Clerk's~~ clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£500~~ £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council 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 ~~£100~~ or 15% ~~20%~~ of the relevant budget heading.

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. ~~(The council shall strive to seek credit references in respect of members or employees who act as signatories.)~~

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council, ~~[or finance committee]~~. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ~~signed~~ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

~~The invoices shall be initialled by the Clerk plus two additional bank signatories. If applicable they will also be annotated with the agenda reference where it was resolved that there was a 'power to spend' (although since Autumn 2020 NMPC have attained the General Power of Competence)~~

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 ~~£~~£10,000; 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~~Pensions 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 ~~(unless these regular payments are listed in the monthly schedule presented to council at each full meeting).~~

~~5.6. In respect of grants a duly authorized 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.~~

5.8 Not used.

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 notified at the time of signing the payments schedule and the invoice initialled. approved in writing by a Member.

~~5.12 At least three councillors plus the Clerk will be signatories on the bank accounts. This will include the Chairman.~~

## **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 affected by ~~online banking,~~ 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 or committee shall be signed by two members] of council ~~(and countersigned by the 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 meeting (including immediately before or after such a meeting). Any signatures



instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may ~~be in the form of an email advice/change only be changed on the invoice but a 'call back' should be undertaken~~written hard copy notification by the ~~clerk to verify this change. supplier and supported by hard copy authority for change signed by the Clerk 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 Clerk ~~and the RFO~~ and will also be restricted to a single transaction maximum value of ~~£500~~ unless authorised by council ~~or finance committee~~ in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. 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 Clerk and shall be subject to automatic payment in full at each month-end. ~~The Clerk may use their own card to purchase goods, but reimbursement will be upon receipt of a completed expenses form only. Personal credit or debit cards of members or staff shall not be used under any circumstances.~~

6.21. The council will not maintain any form of cash float. ~~All~~Any cash received must be banked immediately and intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be treated as expenses and will be refunded on a regular basis, at least quarterly ~~and only if supported by a completed expenses form accompanied by receipts.~~

6.22. Not used.

## 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.

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 Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~or personnel committee.~~

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). ~~These payments are calculated by our payroll provider and are checked by the RFO for accuracy.~~ 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;~~

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 affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by ~~council~~ 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 ~~council clerk, this will then be signed by the Chairman, along with the bank reconciliation at the monthly meeting.~~ 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 Clerk.

9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year ~~they are identified~~.

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. ~~Each return will then be signed by the Chairman at the next council meeting.~~

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

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

#### **10. Orders for work, goods, and services**

10.1. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. ~~This may be in the form of an email.~~

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 legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) 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"), Procurement Act 2023 which is valued at £25,000 or more, the council above the relevant thresholds then in force shall comply with the relevant requirements of the Regulations ~~the Act~~

c) The ~~full~~ requirements of The Regulations ~~Act~~, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which Act as may ~~change~~ be revised from time to time) ~~the Act~~.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing ~~Orders~~ Order 18 c/a and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 The Procurement Act threshold in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk ~~or RFO~~ shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below ~~£3,000~~ and above ~~£100~~ £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

## **12. Payments under contracts for building or other construction ~~works~~ works**

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

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

**12.3.** Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

**13.1.** The ~~warden~~Clerk shall be responsible for the care and custody of stores and equipment ~~in that section~~.

**13.2.** Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

**13.3.** Stocks shall be kept at the minimum levels consistent with operational requirements ~~+~~.

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

## **14. Assets, properties and estates**

**14.1.** The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

**14.2.** No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£250~~ £500.

**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).

~~14.4-14.5. 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).~~

Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

~~14.5-14.6.~~ 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~~affect all insurances and negotiate all claims on the council's insurers.

15.2. Not used.

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

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

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

## 16. Charities

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



[audit or independent examination as may be required by Charity Law or any Governing Document.](#)

## **17. Risk management**

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

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

## **18. Suspension and revision of Financial Regulations**

**18.1.** It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

**18.2.** The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

*The Model **Financial Regulations** templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.*

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*\*The Regulations requires 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.\* Thresholds currently applicable are:*

*a) For public supply and public service contracts 300,000 Euros (£180,320)*

*b) For public works contracts 5,225,000 Euros (£4,733,262) These new thresholds are applicable from 1st January 2020.*

Clerks Report – Updated Thursday, 06 June 2024

All recommendations in this report are made by the Clerk unless stated otherwise.

**a. Correspondence**

1. Safety of Lithium-ion Batteries – Email sent to Cllr's 20-05-24

Finance Report

All recommendations in this report are made by the Clerk unless stated otherwise.

<b>0524-5a</b>	<b>Bank Balance</b>	
	As of 31 <sup>st</sup> May 2024	
	Unity 20477192	£1,051.15
	Unity 20477189	£92,674.81
	Lloyds	£0 unconfirmed as no statement received, as of 31 <sup>st</sup> May 2024
	<b>Total</b>	<b>£93,725.96</b>

**b Monthly expenditure**  
To approve the below expenditure

**Expenditure**

Date	Net	VAT	Total	Description	Supplier	Bank
06.06.2024	£99.99	£20.00	£119.99	Hosting gov.uk	Cloud Next	Unity Trust Bank
06.06.2024	£5.27	£0.00	£5.27	Assembly Refreshment	Corfe Castle Parish Council	Unity Trust Bank
06.06.2024	£66.95	£13.39	£80.34	Annual Assembly Stationary	Viking Direct	Unity Trust Bank
06.06.2024	£702.09	£0.00	£702.09	Salary	Michelle Harrington	Unity Trust Bank
06.06.2024	£196.93	£0.00	£196.93	National Insurance / Income Tax	HMRC	Unity Trust Bank
06.06.2024	£21.75	£0.00	£21.75	Stationary	Corfe Castle Parish Council	Unity Trust Bank
06.06.2024	£63.98	£0.00	£63.98	Pension	NEST	Unity Trust Bank
06.06.2024	£69.43	£3.47	£72.90	Electricity - Highways	SSE - Southern Electric	Unity Trust Bank
28.05.2024	£1,938.00	£387.60	£2,325.60	Cemetery Door	Wessex Industrial Doors Ltd	Unity Trust Bank
20.05.2024	£90.00	£18.00	£108.00	Play park Inspection	ROSPPA Play Safety	Unity Trust Bank
20.05.2024	£12.00	£0.00	£12.00	Village Hall Rent	Langton Matravers Village Hall	Unity Trust Bank
16.05.2024	£72.59	£14.52	£87.11	Phone & Broadband	XLN Business Services	Unity Trust Bank
15.05.2024	£63.84	£3.19	£67.03	Electricity - Highways	SSE - Southern Electric	Unity Trust Bank
15.05.2024	£130.74	£0.00	£130.74	Water - Toilet Block	Water 2 Business	Unity Trust Bank
15.05.2024	£33.98	£0.00	£33.98	Water - Allotments	Water 2 Business	Unity Trust Bank
	<b>3567.54</b>	<b>460.17</b>	<b>4027.71</b>			

Finance Report

**Income**

Date	Net	VAT	Total	Description	Customer	Bank
06.06.2024	£240.00	£0.00	£240.00	Memorial Fee	MOP – Memorial O18	Unity Trust Bank
06.06.2024	£180.00	£0.00	£180.00	Interment	James Smith Funeral Directors	Unity Trust Bank
	<b>420</b>	<b>0</b>	<b>420</b>			

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and ~~minuted~~ at a meeting of the smaller authority.

Name of Smaller Authority	Langton Matravers Parish Council
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and ~~minuted~~ at the following meeting:

Date of Meeting	Minute Reference
13 <sup>th</sup> June 2024	0624-30c

Signed (Clerk/RFO)

Print Name Michelle Harrington

Signed (Chair)

Print Name Pete Chrisite

**Hand Dryers.**

It was reported to the clerk the hand dryer in the gents toilets was broken. On inspection it was discovered all three hand dryers are very old (pre 1995, (the manufacture plate on the items, shows a telephone number with the old area code 0202). It was 16<sup>th</sup> April 1995 on ~~phONEday~~ when the area code changed to include a "1" 01202).

Over the past three months, multiple contractors have been contacted to ask they quote, with several companies have agreed to quote, however to date, 1 quote has been received.

**Contractor 1:**

To replace 1 hand dryer £190 (Ex VAT).

To replace 3 hand dryers £510 (Ex VAT)

**Recommendation:** To replace all three hand dryers.