

KEYNSHAM TOWN COUNCIL

STANDING ORDERS

MEETINGS

1. The Statutory Annual Meeting (a) in an election year, shall be held on the eighth day next following the fourth day after the ordinary day of elections to the Council; and (b) in a year which is not an election year, shall be held on the second Monday in May or such other day in the month of May as the Council may determine.
2. Meetings of the Council shall be held at the Town Hall, Keynsham, or another, suitable venue, the time of the meetings of the Council and its Committees to be agreed at the Annual Council Meeting, for that Municipal Year.
3. The three other statutory meetings shall be held at the Council's discretion.
4. Additional meetings shall be held in each month when appropriate.
- 4a. The Chairman of the Council may summon an additional meeting at any time. An additional meeting shall also be summoned on the requisition of not less than 3 Members of the Council. The summons shall set out the business to be considered at the special meeting, and no other business shall be transacted at that meeting.

CHAIRMAN OF MEETING

5. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

PROPER OFFICER

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing prejudicial interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of byelaws made by a Principal Authority.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.

In any other case, the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

QUORUM

7. Five members shall constitute a quorum.
8. If a quorum is not present when the Council meets, or if, during a meeting, the number of Councillors present and not debarred by reason of a declared prejudicial interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

VOTING

9. Members shall vote by show of hands.
10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
11. (1) Subject to (2) and (3) below, the Chairman may give an original vote on

any matter put to the vote and, in the case of an equality of votes, may give a casting vote even though he gave no original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions, which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

ORDER OF BUSINESS

(In an election year, Councillors should execute declarations of acceptance of office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declarations before the annual meeting commences and to complete a Register of Interests Form.

12. At each Annual Meeting, the first business shall be
 - (a) To elect a Chairman.
 - (b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - (c) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
 - (d) To elect a Vice-Chairman.
 - (e) To appoint committees and sub-committees if required, and to specify their terms of reference.
 - (f) To elect Chairman of Committees, sub-committees and working parties.
 - (g) To consider the payment of any subscriptions falling to be paid annually.
 - (h) To inspect any deeds and trust instruments in the custody of the Council, and shall thereafter follow the order set out in Standing Order 14.

13. At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent, and to receive such declarations of acceptance of office (if any) as are required by law to be made, or, if not then received, to decide when they shall be received.
14. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-
 - (a) To read and consider the minutes: provided that, if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read.
 - (b) After consideration, to approve the signature of the minutes by the person presiding, as a correct record.
 - (c) To deal with business expressly required by statute to be done.
 - (d) To dispose of business, if any, remaining from the last meeting.
 - (e) To answer questions from members of the public in accordance with Standing Order 23.
 - (f) To receive such communications as the person presiding may wish to lay before the Council without discussion by other Councillors.
 - (g) To answer questions from Members in accordance with Standing Order 24.
 - (h) To receive and consider reports and minutes of committees.
 - (i) To receive and consider reports from officers of the Council.
 - (j) To authorise the sealing of documents.
 - (k) To authorise the signing of orders for payment.
 - (l) To consider Motions in the order in which they have been notified.
 - (m) Any other business specified in the summons.
15. A motion to vary the order of business on the grounds of urgency:-
 - (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - (b) shall be put to the vote, without discussion.

MOTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least eight clear days before the next meeting of the Council.
17. The Clerk shall date every notice of motion when received by him, shall number each motion in the order in which it was received.
18. The Clerk shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received, unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
19. If a motion specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

20. If the subject matter of a motion comes within the province of a Committee of the Council, it may upon being moved and seconded, stand referred to the relevant committee to determine for consideration together with a report from the Town Clerk.
21. Every motion shall be relevant to some question over which the Council has power or which affects its area.

MOTION MOVED WITHOUT NOTICE

22. Motions dealing with the following matters may be moved without notice:-
 - (a) To appoint a Chairman of the meeting.
 - (b) To correct the minutes.
 - (c) To approve the minutes.
 - (d) To alter the order of business.
 - (e) To proceed to the next business.
 - (f) To close or adjourn the debate.
 - (g) To refer a matter to a committee.
 - (h) To appoint a committee or any member thereof.
 - (i) To adopt a report.
 - (j) To authorise the sealing of documents.
 - (k) To amend a motion.
 - (l) To give leave to withdraw a motion or an amendment.
 - (m) To extend the time limit for speeches.
 - (n) To exclude the public. (See Order 54 below)
 - (o) To silence or eject from the meeting a member named for misconduct. (See Order 31 below.)
 - (p) To invite a member having an interest in the subject matter under debate to remain. (See Order 45 below.)
 - (q) To give the consent of the Council where such consent is required by these Standing Orders.
 - (r) To suspend any Standing Order. (See Standing Orders 62 & 63 below)

QUESTIONS

23. Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting and this applies to all committees of the Council. Members of the Public may also speak on one single item only per meeting, just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of three speakers per item. To facilitate the smooth running of the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.
24. A Member may ask the Chairman any question concerning the business of the Council, provided notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a

question and no question should lead to or result in a resolution with financial considerations.

25. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. The Chairman may decline to answer a question, or may agree to supply the Councillor or member of the public concerned with a written answer within 10 working days.

RULES OF DEBATE

27. No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
28.
 - (a) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
 - (b) A member, when seconding a resolution or amendment, may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
 - (c) A member shall direct his speech to the question under discussion, or to a personal explanation, or to a question of order.
 - (d) No speech by a mover of a resolution shall exceed three minutes, and no other speech shall exceed three minutes except by consent of the Council.
 - (e) An amendment shall be to delete words and/or to add other words.
 - (f) An amendment shall not have the effect of negating the motion before the Council.
 - (g) No further amendment shall be moved until the Council has disposed of the previous one.
 - (h) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become that upon which any further amendment may be moved.
 - (i) The mover of a motion or of an amendment shall have a right of reply, not exceeding three minutes.
 - (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation; or to move a closure.
 - (k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal, unless such permission has been refused.
 - (m) When a motion is under debate, only the following shall be moved:-
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.

- (v) That a member named be not further heard.
 - (vi) That a member named to leave the meeting.
 - (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public and press.
 - (ix) To adjourn the meeting.
29. (a) Subject to consulting the Town Clerk, the ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall not be challenged.
- (b) Members shall address the Chairman.
- (c) If two or more members wish to speak, the Chairman shall determine who will speak first.
- (d) Whenever the Chairman rises during a debate, all other members shall be seated and silent.

CLOSURE

30. At the end of any speech, a member may, without comment, move "that the question be now put", "that the debate be now adjourned", or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

31. (a) No member shall, at a meeting, persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) having been approved by the Council, are disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

32. The mover of a motion shall have a right to reply immediately before it is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF MOTION

33. A member may, with the consent of his seconder, move amendments to his own motion.

RESCISSION OF PREVIOUS RESOLUTION

34. (a) A decision of the Council shall not be reversed within six months except (i) by a special motion, the written notice of which bears the names of at least seven Members, or (ii) pursuant to the recommendation of a committee.
(b) When a special motion has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

35. Where more than two persons have been nominated for any position to be filled by the Council, and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

MATTERS AFFECTING EMPLOYEES OF THE COUNCIL

36. If, at a meeting, there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No.54.)

MOTIONS ON EXPENDITURE

37. Any motion which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of, any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

SEALING OF DOCUMENTS

38. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
(b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two members, who shall sign the document as witnesses.

COMMITTEES, SUB-COMMITTEES & WORKING PARTIES

39. The Council may, at the Annual Meeting, appoint standing committees, and may, at any other time, appoint such other committees, sub-committees, and working parties as are necessary, but subject to any relevant statutory provision:-

- (a) shall not appoint any member of a committee, sub-committee or working party so as to hold office later than the next Annual Meeting; and
 - (b) may, subject to the provisions of Order 34 above, at any time alter the terms of reference and membership of a committee, sub-committee or working party.
 - (c) The membership of every committee and sub-committee shall reflect the political balance of the Council.
40. The Chairman and Vice Chairman of the Council shall be ex-officio non-voting members of every committee, sub-committee and working party, and any other Member of the Council may attend, and may speak at the invitation of the Chairman, at any meeting of a committee, sub-committee or working party.
41. The Chairman of a committee, sub-committee or working party or the Chairman of the Council may summon an additional meeting of that body at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of that body.
42. Except where ordered by the Council, the quorum of a committee, sub-committee or working party shall be three.
43. The Standing Orders on rules of debate on interests of members in contracts and other matters, shall apply to committees, sub-committees and working party meetings and on voting (except standing order 11(2)).

PRESENCE OF NON-MEMBERS OF COMMITTEES, SUB-COMMITTEES & WORKING PARTIES AT THOSE MEETINGS

44. A member who has proposed a motion, which has been referred to any committee, sub - committee or working party of which he is not a member, may explain his motion to that body but shall not vote.

INTERESTS

45. If any member has any prejudicial interest within the meaning of sections 50, 81 and 105 of the Local Government Act 2000, in any contract, proposed contract or other matters, he may, while it is under consideration by the Council, remain in the meeting and speak but must withdraw from the meeting at the vote.
46. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a prejudicial or non-prejudicial interest in a contract or other matter, and the book shall be open during reasonable hours of the day for the inspection of any member or member of the public.
47. If any member has a non-prejudicial interest within the remit of the National Code of Local Government Conduct, he shall, having declared it, be allowed to speak on the matter, and to vote upon it.
48. If a candidate for any appointment by the Council is, to his knowledge, related to any member of or the holder of any office under the Council, he, and the person to whom he is related, shall disclose the relationship in writing to the Clerk. A candidate who

fails so to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 45 shall apply.

The Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

49. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit, for any person, any appointment under the Council, or recommend any person for such appointment, or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
50. Standing Order 48 shall apply to tenders, as if the person making the tender was a candidate for an appointment.

INSPECTION OF DOCUMENTS

51. A member may, for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council and if copies are available, shall, on request, be supplied for the like purpose with a copy.
52. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council or any member of the public.

UNAUTHORISED ACTIVITIES

53. No member of the Council, or of any committee or sub-committee, shall, in the name of, or on behalf of the Council,
- (a) inspect any lands or premises which the Council has a right or duty to inspect;
- or
- (b) issue orders; unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

54. The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution viz:

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) of business by reason of the confidential nature of the business to be transacted.

55. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

56. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning him, order that he be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

57. (a) No member of the Council, or of any committee or sub-committee, shall disclose to any person not a member of the Council, any business declared to be confidential by the Councillor or the Committee or sub-committee.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be dealt with by the Standards Committee.

URGENT BUSINESS

58. That where no meeting of the Town Council or the Policy & Resources Committee is scheduled within the necessary timescale to enable a decision concerning an urgent matter to be taken, the Town Clerk may, in consultation with the Chairman and the Vice-Chairman of the Council, determine an urgent matter. All decisions taken under this standing order shall be reported to the next meeting of the Town Council for information, and the Town Clerk shall provide the necessary information, including reasons for urgency, to enable the Town Council to be satisfied that the delegated power has been used properly.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

59. Councillors of Bath & North East Somerset Council shall be invited to attend meetings of the Town Council as deemed necessary, and in any event shall be sent the Council's summons and agenda.

PLANNING APPLICATIONS

60. The Clerk shall, as soon as it is received enter the following particulars of every planning application notified to the Council:-
- (i) the date on which it was received;
 - (ii) the name of the applicant;
 - (iii) the place to which it relates; and
 - (iv) a summary of the nature of the application.

CODE OF CONDUCT ON COMPLAINTS

61. The Council shall deal with complaints of maladministration allegedly committed by the Council, or by any officer or Member, in the manner recommended by the Council's Complaints Procedure.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

62. Any and every part of the Standing Orders, except those printed in bold type, may be suspended by resolution in relation to any specific item of business.
63. A motion permanently to add, vary or revoke a Standing Order, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, or may first be referred to the Policy & Resources Committee for detailed consideration and recommendation.

CONTRACTS

64. Procedures as to the contracts are as follows:

- (a) Every contract whether made by the Council or by a Committee or sub-Committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the Council or in an emergency by such a committee as aforesaid, provided that these standing orders shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants
 - (iii) for work to be executed or goods or materials to be supplied which - consist of repairs to or parts for existing machinery or equipment or plant
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council
 - (v) for additional audit work of the External Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council)
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.

- (b) Where it is intended to enter into a contract:
 - (i) exceeding £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms, such firms normally to be taken from the appropriate approved list
 - (ii) for expenditures of £10,000 or less in value the Chairman of the spending committee or his appointed Vice-Chairman together with the Clerk or the duly authorised deputy shall have executive power.

- (c) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- (d) Every exception made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.

- (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 and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remained sealed until the prescribed date for opening tenders for that contract.

- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or the properly authorised deputy in the presence of at least one member of the Council.

- (g) If less than three tenders are received for contracts valued above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under the standing order shall contain a statement of the effect of standing order Nos. 49 and 50.
- (i) The Council shall not be obliged to accept the lowest or any tender.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 65. Payments on account of the contract sum shall be made within the time specified in the contract by the Responsible Financial Officer 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).
- 66. Where contracts provide for payment by instalments the responsible financial officer shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate committee.
- 67. Any variation to a contract or addition to or omission from a contract must be approved by the Clerk in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

FINANCIAL REGULATIONS

GENERAL

- 68. These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 69. The responsible financial officer (RFO) under the policy direction of the Policy & Resources Committee shall be responsible for the proper administration of the Council's financial affairs.
- 70. The RFO shall be responsible for the production of financial management information.

ANNUAL ESTIMATES

- 71. Each committee shall formulate and submit proposals to the P&R Committee in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than the end of November each year.
- 72. Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO .
- 73. The Policy & Resources Committee shall review the estimates and submit them to the Council not later than the end of January in each year and shall recommend the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

74. The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.
75. The Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the Annual Budget or Estimates.

BUDGETARY CONTROL

76. Expenditure on the revenue account may be incurred up to the amounts included in each approved committee budget.
77. No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget unless a virement has been approved by the P&R Committee or the Council.
- 78a. The RFO shall regularly provide the P&R Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets, comparing actual expenditure against that planned.
- 78b. The RFO will report to the Chairman of Policy and Resources and where appropriate the Chairman of Amenities when any budget is likely to have an overspend, prior to the overspend occurring, or as soon as the overspend occurs.
79. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report the action to the appropriate Committee as soon as practicable thereafter.
80. Where expenditure is incurred in accordance with regulation 79 above and the sum required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the P&R Committee or the Council.
81. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
82. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Council Committee concerned is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
83. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

ACCOUNTING AND AUDIT

84. All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996, as amended.

85. The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Policy & Resources Committee.
86. The following principles shall be observed in connection with accounting duties.
 - (a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them.
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.
87. The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.
88. The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
89. The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers as required by Statute and financial regulations.
90. The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

BANKING ARRANGEMENTS – (Inc. Cheques/Internal Transfers via Internet)

91. The Council's banking arrangements shall be made by the RFO and approved by the P&R Committee. The Council shall maintain a current account and any other deposit or investment accounts as the Council sees fit from time to time. They shall be regularly reviewed for efficiency.
92. A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices etc. presented to the P. & R. Committee. If the schedule is in order it shall be authorised by a resolution of that Committee and signed by the Chairman or Vice-Chairman. If more appropriate the detail may be shown in the Minutes of the Meeting.
93. Cheques and autopay sheets drawn on the current account in accordance with the schedule referred to in the previous paragraph shall be signed by the RFO, or in their absence, the Deputy Town Clerk and two Members.
94. The equipment needed to effect internal transfers via the internet will be kept separate. One piece each kept by the Clerk and the Deputy Town Clerk, in secure places. When a transfer is needed both the Clerk and the Deputy Town Clerk will be

present with the relevant equipment. The actual transaction will be made by one and watched by the other. Before the transfer is made a written record will be made and signed by two Councillors and either the Town Clerk or Deputy Town Clerk and this will then lie on file.

PAYMENT OF ACCOUNTS

95. Apart from petty cash payments all payments shall be effected by cheque, business debit card or other order drawn on the Council's bankers.
96. All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall satisfy himself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
97. Duly certified invoices shall be passed to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. He shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
98. All duly certified invoices will then be entered on the schedule referred to in Standing Order 92 above.
99. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - (a) The RFO shall maintain a petty cash float to a limit of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations-
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payment of money presented to the P&R Committee (referred to in Standing Order 92 above).

PAYMENTS OF SALARIES AND WAGES

100. The payment of all salaries and wages shall be made by the RFO from the current account in accordance with the payroll records.
101. All time sheets shall be certified as to accuracy by or on behalf of the Clerk.

LOANS AND INVESTMENTS

102. All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the P. & R. Committee at the earliest opportunity.
103. All investments of money under the control of the Council shall be in the name of the Council.

104. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by P&R Committee and endorsed by Council as to terms and purposes.
105. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

INCOME

106. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
107. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.
108. The Council will review all fees and charges annually, following a report by the Clerk.
109. Any bad debts shall be reported to the P&R Committee.
110. All sums received on behalf of the Council shall either be paid to the RFO for banking or to be banked by the officer collecting the money 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.
111. A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
112. Each transfer of official money from one member of staff to another shall be signed for by the receiving officer.
113. Personal cheques shall not be cashed out of money held on behalf of the Council.
114. 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.
115. 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.

ORDERS FOR WORK, GOODS AND SERVICES

116. 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 e.g. petty cash purchases. Copies of orders issued shall be maintained.
117. Order books shall be controlled by the RFO.
118. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order is to 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 provision in standing order 64.

STORES AND EQUIPMENT

119. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
120. Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time delivery is made.
121. Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
122. The RFO shall be responsible for an annual check of all stocks and stores.

PROPERTIES AND ESTATES

123. The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council and shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with financial regulations.
124. No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.

INSURANCE

Following an annual risk assessment

125. The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
126. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
127. 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.
128. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which will cover the maximum risk exposure as determined by the Council.
129. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

RISK MANAGEMENT

130. The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.
131. When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and

financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

REVISION OF FINANCIAL REGULATIONS

132. It shall be the duty of the P&R Committee to review the financial regulations of the Council from time to time and to make such recommendations to the Council as the Committee considers are required.

STANDING ORDERS TO BE GIVEN TO MEMBERS

133. During the lifetime of the Council there will be a full review of Standing Orders and Financial Regulations.
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20.1.2009