



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

Minutes of the Annual Town Council meeting held on Monday 11th May 2026 at 7:30pm at The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD

- Members Present:**
- Cllr D Balding
 - Cllr E Brewer – Chairman of Council (*from Item 1 onwards*)
 - Cllr C Callis
 - Cllr N Gallop
 - Cllr L Knell
 - Cllr N Knell
 - Cllr R Lambourne
 - Cllr R Linden
 - Cllr J Lumley
 - Cllr B Milne
 - Cllr B Newport
 - Cllr J Newport
 - Cllr L Newport
 - Cllr M O Leary
 - Cllr C Roe
 - Cllr C Stanley
 - Cllr D Sperring
 - Cllr M Sutton
 - Cllr M Vernon – Chairman of Council (*until Item 1*)
 - Cllr I Ward
 - Cllr I Wilson
 - Cllr V Wilson
- In Attendance:**
- S Fishenden – Town Clerk & Responsible Financial Officer
 - K Hardy – Deputy Town Clerk
 - K Smiles – Finance Officer
 - J Sawtell – Chief Executive of Bar N Bus
 - Seven members of the public
- Item 1:** **Election of Chairman of Town Council: To elect the Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
- F.C. 01** Cllr J Newport PROPOSED that Cllr Elizabeth Brewer be elected as Chairman of Rayleigh Town Council for the 2026/2027 Council Year.

SECONDED: Cllr Roe. This was unanimously agreed.

Item 2: Election of Vice Chairman of Town Council: To elect the Vice Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Vice Chairman

F.C. 02 Cllr Roe PROPOSED that Cllr Lisa Newport be elected as Vice Chairman of Rayleigh Town Council for the 2026/2027 Council Year.

SECONDED: Cllr Balding. This was unanimously agreed.

Item 3: Improving Youth Provision - Bar N Bus Proposal: To consider the proposal received from Bar N Bus

F.C. 03 It was agreed to approve the proposal received from Bar N Bus, for a service level agreement for a part-time youth worker at a total cost of £19,822.65. This will be drawn from the Youth Provision cost code.

PROPOSED: Cllr Sperring. SECONDED: Cllr Milne. All in favour.

Item 4: Apologies for Absence: To receive and accept apologies

F.C. 04 Apologies were received and accepted from Cllr S-J Page

Item 5: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 05 There were no additional declarations of interest.

Item 6: Minutes of Previous Meeting: To approve the minutes of the Full Council meeting held on 20th April 2026 as an accurate record

F.C. 06 The minutes of the previous meeting held on 20th April 2026 were approved as an accurate record.

PROPOSED: Cllr Brewer. SECONDED: Cllr J Newport. All in favour.

Item 7: Public Session: To receive representations and questions from members of the public

F.C. 07 There were no members of the public wishing to speak.

Item 8: Clerk's Report: To note a report of items for information from the Town Clerk & Responsible Financial Officer

F.C. 08 The Town Clerk's report was noted.

Item 9: Committee Structure for 2026/27

9.1 Planning Committee: To consider establishing a planning committee and to agree the terms of reference

- 9.2 Community Services Committee: To consider establishing a community services committee and to agree the terms of reference**
- 9.3 Environmental Services Committee: To consider establishing an environmental services committee and to agree the terms of reference**
- 9.4 Staffing Committee: To consider establishing a staffing committee and to agree the terms of reference**

F.C. 09 It was agreed to defer consideration of this item to enable members to provide feedback on proposed committee structure and for it to be considered again at an extra-ordinary Council meeting in two weeks' time.

PROPOSED: Cllr Sperring. SECONDED: Cllr Roe. There were 19 votes in favour, two against and one abstention. The motion was carried.

Item 10: Committee Membership for 2026/27: To agree committee membership for the 2026/27 municipal year

F.C. 10 It was also agreed to defer consideration of this item to tie in with the extra ordinary Full Council meeting being held in two weeks' time.

PROPOSED: Cllr Brewer. SECONDED: Cllr J Newport. All in favour.

Item 11: Annual Review of Council Administration

11.1 Schedule of Meetings: To agree the schedule of meetings of meetings up to and including the next Annual Meeting of Council

F.C. 11 The Schedule of Meetings was deferred to be considered at the extra ordinary Full Council meeting in two weeks' time.

11.2 Keyholders: To review and approve the key-holders for council buildings and assets

F.C. 12 It was agreed that the keyholders list would be approved, with one amendment to add Cllr Brewer as an emergency keyholder in the event staff were not able to attend.

PROPOSED: Cllr J Newport. SECONDED: Cllr Vernon. All in favour.

11.3 Banking Arrangements: To review and approve the list of bank account signatories for 2026/27

F.C. 13 It was agreed that the bank signatories for 2026/27 for the Unity Trust Bank current account and instant access bank account, along with the Nationwide Building Society account would be:

View the bank accounts and submit payments for authorisation:

- Shaun Fishenden - Town Clerk & RFO
- Karen Hardy - Deputy Town Clerk
- Kate Smiles - Finance Officer

View the bank accounts and authorise payments:

- Cllr M Vernon
- Cllr N Gallop
- Cllr C Stanley
- Cllr R Lambourne
- Cllr M O Leary

Cllr V Wilson and Cllr I Wilson withdrew as signatories.

It was agreed to add Cllr Lumley and Cllr Sperring as signatories/payment authorisers.

PROPOSED: Cllr Roe. SECONDED: Cllr L Newport. All in favour.

11.4 Payments by Standing Order & Direct Debit: To note a schedule of payments by standing order and direct debit is being compiled and will be presented to the next Full Council meeting

F.C. 14 This was noted.

11.5 Asset Register: To note the Council's asset register is in the process of being reviewed and will be presented to the next Full Council meeting

F.C. 15 This was noted.

Item 12: Council Governance

12.1 Standing Orders: To review and approve the Council's Standing Orders for the 2026/27 municipal year

12.2 Financial Regulations: To review and approve the Council's Financial Regulations for the 2026/27 municipal year

12.3 Scheme of Delegation: To review and approve the Council's Scheme of Delegation for the 2026/27 municipal year

F.C. 16 It was agreed to defer consideration of these items to enable tracked changes to be circulated.

PROPOSED: Cllr O Leary. SECONDED: Cllr Stanley. There were sixteen votes in favour, four against and two abstentions.

12.4 Publication Scheme: To review and approve the Council's publication scheme for the 2026/27 municipal year

F.C. 17 It was agreed to adopt the Council's publication scheme.

PROPOSED: Cllr J Newport. SECONDED: Cllr L Newport.

12.5 Employee Handbook: To review the council's employee handbook including all employment-related policies for the 2026/27 municipal year

F.C. 18 It was agreed to adopt the employee handbook, in-year changes will be made by the Staffing Committee and WorkNest (our contracted HR advisors).

Item 13: Community Lottery: To consider the proposal to introduce a Rayleigh Town Community Lottery following the receipt of further information

F.C. 19 It was agreed to introduce a Community Lottery to be run by Gatherwell, with an initial set-up cost of £6060 + VAT which will be funded with a virement from the Community Grants cost code.

PROPOSED: Cllr Vernon. SECONDED: Cllr J Newport. There were twenty votes in favour and two abstentions.

Item 14: General Power of Competence: To resolve that the Council meets the eligibility for General Power of Competence under the Localism Act 2011, namely a qualified Clerk and at least two-thirds of members being elected

F.C. 20 It was agreed that the Council met the eligibility criteria for the General Power of Competence and that it be adopted for the remainder of this council term which is until 2028.

The meeting closed at 8:42pm

Report to: **Extraordinary Full Council – 26.05.26**

Agenda Item: **4.1 - Feedback from Cllrs: To note feedback received from Councillors on the committee structure proposal presented by officers**

Report Aims

- To note the responses received
- To note Full Council has not provided strategic direction to officers on a future committee structure

Background

Following concerns raised at the Annual Council Meeting about the proposed new committee structure, officers undertook a feedback gathering exercise to obtain thoughts on the proposal and receive alternative suggestions. The email below was sent to councillors on 12th May 2026:

Good Morning All,

Further to the resolution last night to defer consideration of a new committee structure, and members wanting to provide greater input.

Please can all councillors provide their feedback on how they wish to see the Council structured; feedback should include but not be limited to:

- *What committees you'd like to see*
- *The frequency each committee meets*
- *The number of Cllrs you wish to see on each committee*
- *The responsibilities each committee should have*
- *How often Full Council should meet*
- *The level of delegation each committee should have*

*All responses need to be received by **Tuesday 19 May at 9am**. Late responses will not be considered.*

Officers will then prepare a report incorporating all the feedback received.

Five out of twenty-three councillors responded to provide feedback. This presents a risk to the Town Council as it is now unable to demonstrate it is a member-led council through the failure to provide a clear strategic direction for officers to be able to produce alternative proposals based upon feedback received.

Responses Received

Cllr Name	Feedback Received
Cllr Linden	Agree with retaining Communities, believe this is an important committee where we can make a positive difference to the town.
Cllr V Wilson	<p>I really liked the Committee system as put forward at the last meeting. U though it was refreshing and the suggested members gave a good breadth of opinions, interests and capability.</p> <p>The TOR's given were good- no change for me.</p> <p>Full Council every 4-6 weeks is ample as extraordinary meetings can be called when necessary.</p>
Cllr I Wilson	<p>I think the committees you proposed are right and further they need to be cttes not portfolios.</p> <p>The cttes should be quite small, maybe 5-6 members made up of those with an active interest and skills. Being on the council for 20 years is not a qualification.</p> <p>Cttes can make decisions, not referrals or deferrals, and would then recommend that to full council. This should, ideally, be a presentation not just a report, to demonstrate an understanding of the subject.</p>

	<p>Full council meets quarterly. Too frequently diminishes its effectiveness. Cttes can authorise payments for items in the annual budgets, subject to spending limits and sign-off.</p> <p>Decision making and payments would be much quicker and the presentations means its all been fully examined.</p>
<p>Cllr R Lambourne</p>	<p>What committees you'd like to see Communities, Open Spaces, Policy and finance, and Personnel no Separate committee for KIGV</p> <p>The frequency each committee meets bi Mo0nthly</p> <p>The number of Cllrs you wish to see on each committee (9 except personnel where 5) I don't understand why we have suggested the Chair/Vice Chair ex-officio status, we have had votes on this two years running to abolish this</p> <p>Pesonnel should be Chair, Vice, and Chairs of each committee (except Planning)</p> <p>The responsibilities each committee should have Communities, to encompass existing responsibilities, plus any events in KGV, John Fisher and Town Open Spaces to cover existing Open spaces reincorporating KGV although separating/segregating expenses and Income Streams Policy & Finance setting policy, co-ordinating budget and precept, to monitor and valid ongoing budget compliance by committees, setting fees and overseeing major contract5s, (over £10,000 pa, approving expenditure as per Finance Regs when Full Council is not sitting. Planning each ward should be represented</p> <p>How often Full Council should meet</p>

	<p>every two months, dovetailing with P& F</p> <p>The level of delegation each committee should have</p> <p>£10,000 if an item has been budgeted for, £5000 if not specifically budgeted £2000 Town Clerk & Chair if an emergency</p>
Cllr E Brewer	<p>My preference & suggestions for committees :-</p> <p>Planning - Monthly</p> <p>Staffing - alternate months or as required</p> <p>Finance and general purpose (or resources or policy) - alternate months</p> <p>Communities & Events - alternate months to incl. Engagement , grants, non civic events, lights etc.</p> <p>Environment & O.S.- alternate months to include assets</p> <p>KGV - (unsure of frequency required atm,)</p> <p>Plus Full Council - Alternate months</p> <p>As to preferences - not applicable in my role I believe. I am happy for main committees to have 7 plus C & VC.</p>
Cllr J Newport	No response received
Cllr L Newport	No response received
Cllr B Newport	No response received
Cllr B Milne	No response received
Cllr M Vernon	No response received
Cllr M O Leary	No response received
Cllr J Lumley	No response received
Cllr N Knell	No response received
Cllr L Knell	No response received

Cllr D Sperring	No response received
Cllr C Roe	No response received
Cllr M Sutton	No response received
Cllr I Ward	No response received
Cllr C Stanley	No response received
Cllr N Gallop	No response received
Cllr S-J Page	No response received
Cllr C Callis	No response received
Cllr D Balding	No response received

Risks to be noted by Council

- Failure to adopt a committee structure will hinder effective decision-making processes and will prevent timely decisions being made to benefit the community
- The absence of a clear strategic direction from Council, due to the absence of feedback provided means alternative proposals have been unable to be generated by officers.
- The Town Council currently cannot fulfil its responsibility as a consultee to planning applications, due to the lack of a planning committee or delegation to officers to prepare responses.



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Meeting Schedule for 2026 - 2027

**All meetings commence at 7:30pm and
take place at The Pavilion, King George V Playing Field, SS6 8JD**

May 2026	11	Annual Council
June 2026	8	Planning Committee
	15	Community Services Committee
	22	Environmental Services Committee
July 2026	6	Full Council
	13	Planning Committee
August 2026	<u>RECESS</u>	
September 2026	14	Planning Committee
	21	Community Services Committee
	28	Environmental Services Committee
October 2026	5	Full Council
	12	Planning Committee
November 2026	2	Full Council
	9	Planning Committee
December 2026	2	Planning Committee
	9	Community Services Committee
	16	Environmental Services Committee
January 2027	7	Full Council (<i>inc. Budget Setting</i>)
	14	Planning Committee
February 2027	1	Full Council
	8	Planning Committee
March 2027	8	Planning Committee
	15	Community Services Committee
	22	Environmental Services Committee

April 2027 5 Full Council
 12 Planning Committee
 19 Annual Town Meeting

May 2027 3 Annual Council



For agendas and minutes of our Full Council and Committee meetings, you can scan the QR code



<u>1.0</u> <u>Adopted On</u>	Draft published 1 st January 2023 ¶ <u>Review Cycle</u>	<u>Review Date</u>
1.1 <u>2026 ACM</u>	-Unused options and choices deleted following adoption. ¶ <u>Annual</u>	<u>May 2027 - ACM</u>
¶	¶	
¶	¶	
¶	¶	
¶	¶	
¶	¶	

1.	<u>RULES OF DEBATE AT MEETINGS</u>	<u>3 ¶</u>
2.	<u>DISORDERLY CONDUCT AT MEETINGS</u>	<u>5 ¶</u>
3.	<u>MEETINGS GENERALLY</u>	<u>5 ¶</u>
4.	<u>COMMITTEES AND SUB-COMMITTEES</u>	<u>8 ¶</u>
5.	<u>ORDINARY COUNCIL MEETINGS</u>	<u>9 ¶</u>
6.	<u>EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND ¶</u>	
7.	<u>SUB-COMMITTEES</u>	<u>11 ¶</u>
8.	<u>PREVIOUS RESOLUTIONS</u>	<u>11 ¶</u>
9.	<u>VOTING ON APPOINTMENTS</u>	<u>11 ¶</u>
	<u>MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO ¶</u>	
10.	<u>BE GIVEN TO THE PROPER OFFICER</u>	<u>11 ¶</u>
	<u>MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN ¶</u>	
11.	<u>NOTICE</u>	<u>12 ¶</u>
12.	<u>MANAGEMENT OF INFORMATION.....</u>	<u>13 ¶</u>
13.	<u>DRAFT MINUTES</u>	<u>13 ¶</u>
14.	<u>CODE OF CONDUCT AND DISPENSATIONS</u>	<u>14 ¶</u>
15.	<u>CODE OF CONDUCT COMPLAINTS</u>	<u>15 ¶</u>
16.	<u>PROPER OFFICER</u>	<u>15 ¶</u>
17.	<u>RESPONSIBLE FINANCIAL OFFICER</u>	<u>17 ¶</u>
18.	<u>ACCOUNTS AND ACCOUNTING STATEMENTS</u>	<u>17 ¶</u>
19.	<u>FINANCIAL CONTROLS AND PROCUREMENT</u>	<u>18 ¶</u>
20.	<u>HANDLING STAFF MATTERS</u>	<u>19 ¶</u>
	<u>RESPONSIBILITIES TO PROVIDE INFORMATION</u>	<u>19 ¶</u>
	<u>RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION</u>	<u>20 ¶</u>
21.	<u>RELATIONS WITH THE PRESS/MEDIA</u>	<u>20 ¶</u>
22.	<u>EXECUTION AND SEALING OF LEGAL DEEDS</u>	<u>20 ¶</u>

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1)	<u>Rules of debate at meetings.....</u>	<u>3 ¶</u>
2)	<u>Disorderly conduct at meetings.....</u>	<u>4 ¶</u>
3)	<u>Meetings generally.....</u>	<u>5 ¶</u>
4)	<u>Committees and sub-committees.....</u>	<u>7 ¶</u>
5)	<u>Ordinary council meetings.....</u>	<u>8 ¶</u>
6)	<u>Extraordinary meetings of the council, committees and sub-committees.....</u>	<u>10 ¶</u>
7)	<u>Previous resolutions.....</u>	<u>10 ¶</u>

8) Voting on appointments.....	10 ¶
9) Motions for a meeting that require written notice to be given to the proper officer.....	10 ¶
10) Motions at a meeting that do not require written notice.....	11 ¶
11) Management of information.....	12 ¶
12) Draft minutes.....	12 ¶
13) Code of conduct and dispensations.....	13 ¶
14) Code of conduct complaints.....	14 ¶
15) Proper officer.....	14 ¶
16) Responsible financial officer.....	16 ¶
17) Accounts and accounting statements.....	16 ¶
18) Financial controls and procurement.....	17 ¶
19) Handling staff matters.....	18 ¶
20) Responsibilities to provide information.....	19 ¶
21) Responsibilities under data protection legislation.....	19 ¶
22) Relations with the press and media.....	19 ¶
23) Execution and sealing of legal deeds.....	19 ¶
24) Communicating with district and county or unitary councillors.....	19 ¶
26) Standing orders generally.....	20 ¶

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Standing orders **in bold** are mandatory and must not be deleted or amended ¶

Standing orders marked [F] apply to full council ¶

Standing orders marked [C] apply to committees ¶

Standing orders marked [S] apply to sub-committees ¶

Choices are marked by strikethrough and underline. *Your choices may be different* ¶

1) Rules of debate at meetings¶

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS 21 ¶

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES..... 21 ¶

26. STANDING ORDERS GENERALLY 21 ¶

1. RULES OF DEBATE AT MEETINGS

a)a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairmanchair of the meeting.

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

~~p)~~p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~he~~they considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he is~~they are concerned by.

~~q)~~q A point of order shall be decided by the ~~chairman~~chair of the meeting and ~~his~~their decision shall be final.

~~r)~~r When a motion is under debate, no other motion shall be moved except:

i) i _____ to amend the motion; ii) ii _____

_____ to proceed to the next business;

iii) iii _____ to adjourn the debate; iv) iv _____

_____ to put the motion to a vote;

v) v _____ to ask a person to be no longer heard or to leave the meeting; vi) vi _____ to

refer a motion to a committee or sub-committee for consideration; -vii) vii _____ to

exclude the public and press; viii) viii _____ to adjourn the meeting; or

ix) ix _____ to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

~~s)~~s Before an original or substantive motion is put to the vote, the ~~chairman~~chair 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~~their right of reply.

~~t)~~t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the ~~chairman~~chair of the meeting.



2) Disorderly conduct at meetings 2. DISORDERLY CONDUCT AT MEETINGS

~~a)~~a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the ~~chairman~~chair of the meeting shall request such person(s) to moderate or improve their conduct.

~~b)~~b If person(s) disregard the request of the ~~chairman~~chair of the meeting to moderate or improve their conduct, any councillor or the ~~chairman~~chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

~~c)~~c If a resolution made under standing order 2(b) is ignored, the ~~chairman~~chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



3) Meetings generally ¶

3. MEETINGS GENERALLY ¶

Full Council meetings • Committee meetings • ¶

Sub-committee meetings • ¶

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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) ~~F~~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) ~~C~~c The minimum three clear days' public notice ~~for of~~ 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.**

• ~~F~~~~C~~d Meetings shall be open to the public unless their presence is prejudicial ¶

d) 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.

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ae 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.

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bf The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ~~15~~**fifteen** minutes unless directed by the ~~chairman~~**chair** of the meeting.

¶

eg Subject to standing order 3(f), a member of the public shall not speak for more than ~~3~~**three** minutes.

h In accordance with standing order 3(e), a question shall not require a ¶

e) _response at the meeting nor start a debate on the question. The ~~chairman~~**chair** of the meeting may direct that a written or oral response be given.

¶

ai A person shall raise ~~his~~**their** hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer ~~discomfort~~).

~~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~~**their** comments to the ~~chairman~~**chair** of the meeting. ¶

f)

ak Only one person is permitted to speak at a time. If more than one person wants to speak, the chairmanchair of the meeting shall direct the order of speaking.

- [F][C]l Subject to standing order 3(m), a person who attends a meeting is ¶
 - g)● 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.
- h)● [F][C]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.
- [F][C]n The press shall be provided with reasonable facilities for the taking of ¶
 - i)● their report of all or part of a meeting at which they are entitled to be present.
- j)● [F]o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the ChairmanChair of the Council may in histheir absence be done by, to or before the Vice-ChairmanChair of the Council (if there is one).
- k)● [C]p The ChairmanChair of the Council, if present, shall preside at a meeting. If the ChairmanChair is absent from a meeting, the Vice-ChairmanChair of the Council (if there is one) if present, shall preside. If both the ChairmanChair and the Vice-ChairmanChair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- l)● [F][C][S]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.
- m)● [F][C][S]r The chairmanchair 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 histheir ● casting vote whether or not hethey gave an original vote.

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

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

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

i. i) the time and place of the meeting; -ii) ¶

ii. the names of councillors who are present and the names of councillors who are absent; -iii) ¶

iii. interests that have been declared by councillors and non-councillors with voting rights; iv) ¶

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. 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.

- ~~[F][C][S]~~u A councillor or a non-councillor with voting rights who has a ¶
- disclosable pecuniary interest or another interest as set out in the ¶
- u)• 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~~their right to participate and vote on that matter.

v)• ~~[F]y~~ 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)• ~~[F][C][S]~~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) _____ x A meeting shall not exceed a period of two hours.

4) Committees and sub-committees **4. COMMITTEES AND SUB-COMMITTEES**

a)a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b)b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c)c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d)d The Council may appoint standing committees or other committees as may be necessary, and:

i) shall determine their terms of reference;

ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the ¶

ii) Council;

iii)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)~~ iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- ~~v)~~ v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3three days before the meeting that they are unable to attend;
- ~~vi)~~ vi. shall, after it has appointed the members of a standing committee, appoint the chairmanchair of the standing committee;
- ~~vii)~~ vii. shall permit a committee other than a standing committee, to appoint its own chairmanchair at the first meeting of the committee;
- ~~viii)~~ viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; ~~ix)~~ ix. shall determine if the public may participate at a meeting of a committee;
- ~~x)~~ x. shall determine if the public and press are permitted to attend the meetings of a subcommitteesub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- ~~xi)~~ xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and ~~xii)~~ xii. may dissolve a committee or a sub-committee.

¶

~~5)- Ordinary council meetings~~ 5. ORDINARY COUNCIL MEETINGS

- ~~a)~~ 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)~~ b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- ~~c)~~ c If no other time is fixed, the annual meeting of the Council shall take place at 6pm. The Town Council will ordinarily hold it's meetings at 7:30pm on a Monday evening, unless specified otherwise
- ~~d)~~ d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- ~~e)~~ e The first business conducted at the annual meeting of the Council shall be the election of the ChairmanChair and Vice-ChairmanChair (if there is one) of the Council.
- ~~f)~~ f The ChairmanChair of the Council, unless hethey has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until histrib successor is elected at the next annual meeting of the Council.

- ~~g)~~ g The Vice-~~Chairman~~Chair of the Council, if there is one, unless ~~he resigns~~they resign or becomes disqualified, shall hold office until immediately after the election of the ~~Chairman~~Chair of the Council at the next annual meeting of the Council.
- ~~h)~~ h In an election year, if the current ~~Chairman~~Chair of the Council has not been re-elected as a member of the Council, ~~he~~they shall preside at the annual meeting until a successor ~~Chairman~~Chair of the Council has been elected. The current ~~Chairman~~Chair of the Council shall not have an original vote in respect of the election of the new ~~Chairman~~Chair of the Council but shall give a casting vote in the case of an equality of votes.
- ~~i)~~ i In an election year, if the current ~~Chairman~~Chair of the Council has been re-elected as a member of the Council, ~~he~~they shall preside at the annual meeting until a new ~~Chairman~~Chair of the Council has been elected. ~~He~~They may exercise an original vote in respect of the election of the new ~~Chairman~~Chair of the Council and shall give a casting vote in the case of an equality of votes.
- ~~j)~~ j Following the election of the ~~Chairman~~Chair of the Council and Vice-~~Chairman~~Chair (if there is one) of the Council at the annual meeting, the business shall include:
- ~~i)~~ i In an election year, delivery by the ~~Chairman~~Chair 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 of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ~~ii)~~ ii ~~In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;~~ ii) Confirmation of the accuracy of the minutes of the last meeting of the Council; iii) Receipt of the minutes of the last meeting of a committee; iv) Consideration of the recommendations made by a committee;
 - ~~v)~~ v ~~Review of delegation arrangements to committees, sub-committees, staff and other local authorities;~~ Review of the terms of reference for committees; ~~vii) Appointment of members to existing committees;~~ vii) Appointment of any new committees in accordance with standing order 4; ~~ix)~~
 - ix ~~Review and adoption of appropriate standing orders and financial regulations;~~ Review and adoption of appropriate standing orders and financial regulations;
 - ~~x)~~ x ~~Review of arrangements (including legal agreements) with other local authorities, not-for-profit~~for-profit bodies and businesses.
 - ~~xi)~~ xi ~~Review of representation on or work with external bodies and arrangements for reporting back;~~ Review of representation on or work with external bodies and arrangements for reporting back;

~~xii) xii.~~ In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
~~xiii) Review of inventory of land and other assets including buildings and office equipment;~~ xiv) Confirmation of arrangements for insurance cover in respect of all insurable risks; xv) ~~Review of the Council's and/or staff subscriptions to other bodies;~~ xvi) Review of the Council's complaints procedure;

xiii. Review of inventory of land and other assets including buildings and office equipment; xvii)¶

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21); xviii)/or staff subscriptions to other bodies; xvi. Review of the Council's policy for dealing with the press/media; xix)appointed keyholders xvii. Review of the Council's employment policies and procedures;

~~xviii. xx) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. xxi) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.~~

¶

¶

¶

xix. 6) Extraordinary Determining the time and place of ordinary meetings of the Council up to ¶

and including the next annual meeting of the Council. council, committees and sub-committees¶

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

a)a The **ChairmanChair** of the Council may convene an extraordinary meeting of the Council at any time.

b)b If the **ChairmanChair** 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)c The **chairmanchair** of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d) If the ~~chairman~~ chair of a committee [or a sub-committee] does not call an extraordinary meeting within ~~7~~ seven days of having been requested to do so by ~~2~~ three members of the committee [or the ~~subcommittee~~ sub-committee, any ~~2~~ three members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

¶

~~7) Previous resolutions~~ 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 ~~5~~ seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

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

¶

~~8) Voting on appointments~~ ¶

a) 8. VOTING ON APPOINTMENTS ¶

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

¶

~~9) Motions for a meeting that require written notice to be given to the proper officer~~ 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ~~5~~ seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d) If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ~~5~~ seven clear days before the meeting.

- e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the ~~chairman~~chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g) Motions received shall be recorded and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

¶

10) Motions at _____ **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE** ¶

a meeting that do not require written notice ¶

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



11) Management of information **11.** MANAGEMENT OF INFORMATION

See also standing order 20.

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



12) Draft minutes **12.** DRAFT MINUTES ¶

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



- a)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)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.
- c) ~~The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate. ¶~~
- d) d If the ~~chairman~~chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he~~they shall sign the minutes and ~~include a paragraph in the following terms or to the same effect:~~



include a paragraph in the following terms or to the same effect: ¶

“The ~~chairman~~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~~this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- [F][C][S]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 ¶
 - e)• website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- ¶
- f) f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13) Code of conduct and dispensations ¶

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a)a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b)b Unless ~~he~~ ~~has~~they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he~~ ~~has~~they have a disclosable pecuniary interest. ~~He~~They may return to the meeting after it has considered the matter in which ~~he~~they had the interest.
- e)c Unless ~~he~~ ~~has~~they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he~~ ~~has~~they have another interest if so required by the Council’s code of conduct. ~~He~~They may return to the meeting after it has considered the matter in which ~~he~~they had the interest.
- e)d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e)e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f)f A dispensation request shall confirm:
 - i. i the description and the nature of the disclosable pecuniary interest or ¶
 - ii) other interest to which the request for the dispensation relates;
 - ii) ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

~~iii)iii.~~ the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and ~~iv).~~ an explanation as to why the dispensation is sought.

~~g)g.~~ Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

~~h)h.~~ A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

~~i)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.~~

~~ii.~~ granting the dispensation is in the interests of persons living in the Council's area; or iii. it is otherwise appropriate to grant a dispensation.

14) Code of conduct complaints ¶

¶

14. CODE OF CONDUCT COMPLAINTS ¶

~~a) — a~~ Upon notification by the District that it is dealing with a complaint that a councillor or noncouncillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council. ¶

~~b) — Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d). ¶~~

~~c) — The Council may: ¶~~

~~i) — provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement; ¶~~

~~ii) — seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter; ¶~~

~~e) Upon notification by the District~~Principal 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 himthem. Such action excludes disqualification or suspension from office.

¶

15) Proper officer ¶

a) 15. PROPER OFFICER ¶

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. ~~b) The Proper Officer shall:~~

b The Proper Officer shall: ¶

~~i)~~ i) at least three clear days before a meeting of the council, a committee or a ~~subcommittee~~ sub-committee,

- serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda ¶
 - (provided the councillor has consented to service by email), and
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is ¶
 - signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

~~ii)~~ ii) subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least Seven days before the meeting confirming ~~his~~ their withdrawal of it;

iii) ~~convene~~ convene a meeting of the Council for the election of a new ~~Chairman~~ Chair of the ¶ Council, occasioned by a casual vacancy in ~~his~~ their office; ~~iv)~~ ¶

~~iii)~~ iv) facilitate inspection of the minute book by local government electors;

v) ~~v)~~ receive and retain copies of byelaws made by other local authorities; ~~vi)~~ vi) ~~hold~~ hold acceptance of office forms from councillors; ~~vii)~~ vii) ~~hold~~ hold a copy of every councillor's register of interests;

viii) ~~viii)~~ assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; ~~ix) liaise, as appropriate, with the Council's Data Protection Officer;~~

ix) ~~liaise, as appropriate, with the Council's Data Protection Officer (if there is one);~~ ¶

x) receive and send general correspondence and notices on behalf of the ¶ ~~x)~~ Council except where there is a resolution to the contrary;

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

¶

~~16) Responsible financial officer ¶~~

a) 16. RESPONSIBLE FINANCIAL OFFICER ¶

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

~~17) Accounts and accounting statements~~ 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) "Proper practices" in standing orders refer to the most recent version of ~~¶~~
 - a) "Governance and Accountability for Local Councils – a Practitioners' Guide".
- ~~b) 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) c)~~ The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- ~~i)i.~~ the Council's receipts and payments (or income and expenditure) for each quarter; ~~ii) the Council's aggregate income and expenditure for the year to date;~~
- 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)d~~ As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- ~~i)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)ii.~~ to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council ¶ (receipts and payments, or income and expenditure) for the year to 31 March. ¶

~~iii) A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.~~

¶

18) Financial controls and procurement **18.** FINANCIAL CONTROLS AND PROCUREMENT

~~a)a.~~ The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- ~~i)i.~~ the keeping of accounting records and systems of internal controls; ~~ii).~~ the assessment and management of financial risks faced by the Council;
- ~~iii)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)iv.~~ the inspection and copying by councillors and local electors of the ~~Council's accounts and/or orders of payments; and~~ Council's accounts and/or orders of payments; and ¶

- v)v. whether contracts with an estimated value below £2560,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b)b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- e) ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).~~ ¶
- e)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)i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii)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)iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v)iv. 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)v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e)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.
- f) ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with contract is likely to exceed the relevant procedures of threshold specified by the UK Government 'Find a Tender' service.~~ ¶
- g)e. ~~A public contract in connection with~~from time to time, the supply of gas, heat, electricity, drinking water, transport services, or postal services to Council must consider whether the public; or contract is subject to the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other

~~specific services contract shall comply with the relevant~~ requirements of the current procurement ~~procedures and other requirements in the Utilities Contracts Regulations 2016~~ legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19) Handling staff matters ¶

19. HANDLING STAFF MATTERS

- a) ~~a~~ A matter personal to a member of staff that is being considered by a meeting of the ~~personnel committee~~ Staffing Committee is subject to standing order 11.
- b) ~~b~~ Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the ~~chairman~~ chair of the ~~personnel committee~~ Staffing Committee or, if ~~he is~~ they are not available, the vice-~~chairman~~ chair (if there is one) of the ~~personnel committee~~ Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the ~~personnel committee~~ Staffing Committee at its next meeting.
- c) ~~c~~ The ~~chairman~~ Chair and Vice-Chair of the ~~personnel committee or in his absence, the vice-chairman~~ Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of ~~[the member of staff's job title]~~ Clerk & Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the ~~personnel committee~~ Staffing Committee.
- d) ~~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)~~ Clerk & Responsible Financial Officer shall contact the ~~chairman~~ chair of the ~~personnel committee~~ Staffing Committee or in ~~his~~ their absence, the vice-~~chairman~~ chair of the ~~personnel~~ Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the ~~personnel committee~~ Staffing Committee.
- e) ~~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]~~ Clerk & Responsible Financial Officer relates to the ~~chairman~~ chair or vice-~~chairman~~ chair of the ~~personnel committee~~ Staffing Committee, this shall be communicated to another member of the ~~personnel committee~~ Staffing Committee, which shall be reported back and progressed by resolution of the ~~personnel committee~~ Staffing Committee.
- f) ~~f~~ Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g) ~~g~~ In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

¶

~~20) Responsibilities to provide information~~ **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a)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)b ~~As gross annual income or expenditure exceeds £200,000, the~~The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

~~21) Responsibilities under data protection legislation~~ **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list). ¶

See also standing order 11.

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

~~22) Relations with the press and media~~ ¶

a) **22. RELATIONS WITH THE PRESS/MEDIA** ¶

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

~~23) Execution and sealing of legal deeds~~ **23. EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a)a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b)b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. ~~The above is applicable to a Council without a common seal.~~



~~24) Communicating with district and county or unitary councillors~~ **24.**

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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



~~25) restrictions on councillor activities~~ ¶

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES ¶

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



~~26) Standing orders generally~~ **26.** STANDING ORDERS GENERALLY

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



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD

www.rayleightowncouncil.gov.uk

Standing **Orders**

Adopted On	Review Cycle	Review Date
2026 ACM	Annual	May 2027 - ACM

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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 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 of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair 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 of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair 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 they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair 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 their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair 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 of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice 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 fifteen 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 three minutes.
- h In accordance with standing order 3(e), a question shall not require a

- response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise 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 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 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 their casting vote whether or not 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.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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 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 two hours.

4. COMMITTEES AND SUB-COMMITTEES

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

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

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.** The Town Council will ordinarily hold it's meetings at 7:30pm on a Monday evening, unless specified otherwise
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, 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.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. 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.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chair 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 of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's appointed keyholders
- xvii. Review of the Council's employment policies and procedures;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xix. Determining the time and place of ordinary meetings of the Council up to

and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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 of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by three members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the

mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them,

shall be confirmed by resolution and shall be signed by the 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, 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 this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or

- other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal 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 them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

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

signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in 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;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee 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 Planning Committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. 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.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing 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 Staffing Committee or, if they are not available, the vice-chair (if there is one) of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c. The Chair and Vice-Chair of the Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk & Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk & Responsible Financial Officer shall contact the chair of the Staffing Committee or in their absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk & Responsible Financial Officer relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall**

publish information in accordance with its publication scheme and respond to requests for information held by the Council.

- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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



Rayleigh Town Council

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RAYLEIGH TOWN COUNCIL



Financial Regulations



FINANCIAL REGULATIONS-
Adopted January 2023

Revision Log

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1.0 ¶	Published 1st January 2023 ¶
¶	Agreed Minute Reference PF8/23 ¶
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1. GENERAL ¶

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These financial regulations govern the conduct of financial management*Financial Regulations were adopted by the council at its meeting held on 11th May 2026*

1. General

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

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 Councillors

Regulations

by an employee may give rise to disciplinary proceedings.

1.7.1.2. 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.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners

Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.

- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

¶

~~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.]

~~1.9-1.5.~~ 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 ensures the accounting records of the council are kept up to date in accordance with proper practices; ¶~~
- ~~assists the council to secure seeks economy, efficiency and effectiveness in the use of its council 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:~~ ¶

~~1.6.~~ ~~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; •~~ **The council must not delegate any decision regarding:** ¶

- ~~• 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);-**~~
- ~~• **the outcome of a review of the effectiveness of its internal controls**¶~~
- ~~■ **approving accounting statements;-**~~
- ~~■ **approving an annual governance statement;-**~~
- ~~■ **borrowing;-**~~
 - ~~• writing off bad debts; ¶~~
- ~~■ **declaring eligibility for the General Power of Competence; and-**~~
- ~~■ **addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.-**~~

1.7. 1.14. In addition, the council ~~must~~ shall:

- ~~■ **determine and keep under regularregularly review the bank mandate for all council bank accounts;-**~~
- ~~■ **approveauthorise any grant or a single commitment in excess of £510,000; and-**~~
 - ~~• in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference. ¶~~

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) ¶

2. 2.1. Risk management and internal control¶

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.¶

2.2. The Clerk and RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.¶

2.3. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.¶

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.¶

2.5. The accounting control systems determined by the RFO must include measures to:¶

- ensure that risk is appropriately managed;¶
- ensure the prompt, accurate recording of financial transactions;¶
- prevent and detect inaccuracy or fraud; and¶
- allow the reconstitution of any lost records;¶
- identify the duties of officers dealing with transactions and¶
- ensure division of responsibilities.¶

2.6. At least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.¶

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall¶

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. 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.

3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;

a record of the assets and liabilities of the council;
~~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 [Finance Committee].

- 2.3.

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual statement of accounts, annual report, and any related documents Accounting Statements of the council contained in the Annual Governance and Accountability Return (as specified in accordance with proper practices), as soon as practicable after the end of the financial year and having. Having certified the accounts Accounting Statements, the RFO shall submit them and report thereon (with any related documents) to the council, within the timescales set required by the Accounts and Audit Regulations.

3.5. 2.4- The council shall must ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control system in accordance with proper practices.

3.6. Any officer or member of the council shall must make available such documents and records as appear to the council to be the internal or external auditor consider 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.

3.7. 2.5- The internal auditor shall be appointed by the council and shall carry out the their work in relation to internal controls required by evaluate the council effectiveness of the council's risk management, control and governance processes in accordance with proper practices- specified in the Practitioners' Guide.

3.8. ——— 2.6. — The council shall ensure that the internal auditor shall:-

- be is competent and independent of the financial operations of the council;

- ~~•~~ ~~report~~reports to council in writing, or in person, on a regular basis with a minimum of one ~~annual~~ written report during each financial year;-
- ~~•~~ ~~te~~can demonstrate competence, objectivity and independence, ~~be~~ free from any actual or perceived conflicts of interest, including those arising from family relationships; and ~~•~~ ~~have no involvement in the financial decision making, management or control of the council.~~
- ~~—2.7.—~~ has no involvement in the management or control of the council¶ _____

3.9. Internal or external auditors may not under any circumstances:-

- perform any operational duties for the council;-
- initiate or approve accounting transactions;-
- provide financial, legal or other advice including in relation to any future 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.-

2.8-3.10. 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.~~ The Practitioners Guide.

2.9-3.11. 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 documents~~ required by ~~the Local Audit Commission and Accountability Act 1998~~ 2014, or any superseding legislation, and the Accounts and Audit Regulations.-

2.10-3.12. 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 ¶

4. 3.1. Budget and precept ¶

4.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation. ¶

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Staffing Committee. ¶

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement. ¶

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council. ¶

4.5. Each committee shall review its ~~three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate draft budget and submit proposals for the following financial year any proposed amendments~~ to the council not later than the end of ~~November~~ December each year including any proposals for revising the forecast.-

~~3.2. The RFO must each year, by no later than September, 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 relevant committee and the council. ¶~~

~~4.6. 3.3. The council shall consider annual budget proposals in relation to the council's The draft budget with any committee proposals and three-year forecast of revenue and capital receipts and payments, including any recommendations for the use or accumulation of reserves and sources of funding and update, shall be considered by the forecast accordingly. council.~~

~~3.4.~~ _____

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall fix these a precept (council tax requirement), and relevant basis for this amount no later than the end of council tax to be levied December for the ensuing financial year not later than by the end of January each year.¶
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.¶**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and shall supply each member with a copy of the approved/agreed annual budget.-
- 4.10.3.5.—The approved annual/agreed budget shall form the provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.¶
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.¶

5. Procurement¶

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.¶
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.¶
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.¶
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.¶**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:¶
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.¶
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.¶**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk and RFO shall seek at least 3 fixed-price quotes:¶

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk and RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.¶

5.10. For smaller purchases, the Clerk and RFO shall seek to achieve value for money.¶

5.11. Contracts must not be split to avoid compliance with these rules.¶

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:¶

- i. specialist services, such as legal professionals acting in disputes;¶
- ii. repairs to, or parts for, existing machinery or equipment;¶
- iii. works, goods or services that constitute an extension of an existing contract;¶
- iv. goods or services that are only available from one supplier or are sold at a fixed price.¶

5.13. When applications are made to waive this financial control for the ensuing year, regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

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

— 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND ¶

5.14. 4.1. Expenditure on revenue items ¶

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This by:¶

- the Town Clerk and RFO under delegated authority is to be determined by: , for any items below £5000 excluding VAT.
- the council-The Clerk, in consultation with the appropriate committee, for any items £5,000 and above and below £10,000 excluding VAT.¶
- the Full Council for all items over £510,000;-
 - a duly delegated committee of the council for items over £1,500; or ¶
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500. ¶

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

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

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.¶

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.¶

4.2. — No expenditure may be authorised that will exceed the amount provided in the revenue budget for that classtype 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'). ¶~~

~~4.3-5.17. Unspent provisions a duly delegated committee acting within its Terms of Reference except in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. an emergency.~~

~~4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. ¶~~

~~4.5-5.18. In cases of extreme serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise revenue expenditure of up to £5,000 excluding VAT on behalf of the council which repair, replacement or other work that in the clerk's their judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work is necessary, whether or not there is any budgetary provision budget for the such expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman Chairman as soon as possible and to the council as soon as practicable thereafter.- _____~~

~~4.6.5.19. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure in relation to any major project, unless the council is satisfied that the necessary funds are available, and the requisite and that where a loan is required, Government borrowing approval has been obtained. first.~~

~~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% of the budget. ¶~~

~~4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process. ¶~~

~~¶~~

~~5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS ¶~~

~~5.20.5.1. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods. ¶~~

~~5.21. Any ordering system can be misused and access to them shall be controlled by the RFO. ¶~~

~~6. Banking and payments ¶~~

~~6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved authorised by the council; banking arrangements may shall not be delegated to a committee. They The council has resolved to bank with Unity Trust Bank and Nationwide Building Society. The arrangements shall be regularly reviewed annually for safety security and efficiency. –~~

~~6.2. 5.2. The RFO shall prepare a schedule of payments that have been authorised in the preceding month, forming part of the Agenda for the Meeting and, together with the relevant The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank. See Appendix 2 for Council Internal Control process ¶~~

~~6.3. All invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be 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. – for payment should be examined for arithmetical accuracy, analysed to the~~

appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified as per the internal control process.¶

6.4. 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 avoid disclosing any personal information.-

5.3. All invoices for payment shall be examined, verified and certified by the RFO or her deputy 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. ¶

6.5. 5.4. The RFO or her deputy All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.¶

6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.¶

6.7. A list of such payments shall examine invoices for arithmetical accuracy and analyse them be reported to the next appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council {or meeting of the council or Finance Committee} meeting.} for information only.

6.8. 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only payments in the following circumstances:-

i. If any payments of up to £5000 excluding VAT, within an agreed budget.¶

- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.¶
- iii. any payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and or to comply with contractual terms, where the due date for payment is before the next scheduled Meetingmeeting of the council, where the Clerk and 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 [or finance committee];.
- iv. An expenditure item authorised under 5.6 below (continuing contracts and obligations)Fund transfers within the councils banking arrangements up to the sum of¶
£100,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or .
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 [or finance committee]. ¶

~~5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, 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 or Finance Committee. ¶~~

- 6.9. ~~5.7. A record of regular payments~~The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.¶

7. Electronic payments¶

~~Where internet banking arrangements are made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and / or made. ¶~~

~~5.8. In respect of grants a duly authorised panel shall approve expenditure within with any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council. ¶~~

~~5.9. Members are subject to bank, the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. ¶~~

~~5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time. ¶~~

~~5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member. ¶~~

¶

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS ¶

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

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made. ¶

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee. ¶

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 one two member[s] of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. ¶

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil. ¶

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] 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. Files will be stored within the Council's cloud storage. ¶~~

~~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. ¶~~

~~7.1. 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/agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals and a minimum of two people will be involved in any online approval process.~~

~~7.2. 6.16. Access- All authorised signatories shall have access to view the council's bank accounts online. ¶~~

~~7.3. No employee or councillor shall disclose any internet PIN or password, relevant to the council or its banking accounts will, to anyone not authorised in writing by the council or a duly delegated committee. ¶~~

~~7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be directly to the access page (signed by two authorised signatories. ¶~~

~~7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator. ¶~~

~~7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. ¶~~

~~7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes. ¶~~

7.8. A full list of all payments made in a month shall be provided to the next council meeting.¶

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be saved under "favourites", and not through a search engine or e-mail link, made by variable direct debit, provided that the instructions are signed/approved online by two authorised members where appropriate. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.¶

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.¶

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.¶

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and RFO and one councillor. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.¶

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.¶

7.14. Remembered or saved passwords password facilities must other than secure password stores requiring separate identity verification should 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 only be changed on written hard copy notification by the 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. ¶~~

8. 6.18. Cheque payments¶

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members. ¶

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.¶

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.¶

8.4. Cheques or orders for payment shall not normally be presented for signature other

than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

~~9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and RFO, the Deputy Clerk or the Finance Officer] and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council ~~or~~ finance committee in writing before any order is placed.-~~

~~6.19. Pre-paid debit card — not applicable. ¶~~

~~9.2. 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and finance officer and shall be subject to automatic payment in full at each month end. Personal credit or debit cards of members or staff shall not be used under any circumstances-. in accordance with council policy.~~

~~6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. ¶~~

~~OR ¶~~

~~10. 6.22. Petty cash — not applicable. — Cash~~

~~— 7. PAYMENT OF SALARIES ¶~~

~~10.1.7.4. No petty cash shall be maintained. ¶~~

~~11. Payment of salaries and allowances ¶~~

~~11.1. As an employer, the council shall **must** make arrangements to meet fully comply with 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 of PAYE legislation. ¶~~

~~11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment. ¶~~

~~11.3. Salary rates shall be as agreed by council, or duly delegated committee. the council, or Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing Committee.~~

~~11.4. 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for shall be made, after deduction of tax, national insurance and, pension contributions, or and any similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate, on the dates stipulated in employment contracts. ¶~~

~~11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported to the next available council meeting, as set out in these regulations above.-~~

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

~~11.6. 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or~~

otherwise) other than: by any councillor who can demonstrate a need to know; by the internal auditor; by the external auditor; or by any person authorised under Audit Commission Act 1998, or any superseding legislation. payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by two councillors to ensure that the correct payments have been made.

~~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. ¶~~

~~11.7.7.7. Any termination payments shall be supported by a report to the council, setting out a clear business case and reported to the council. Termination payments shall only be authorised by the full council.~~

~~11.8. — 7.8. — Before employing interim staff, the council must consider a full business case.~~

~~¶~~

~~8. LOANS AND INVESTMENTS ¶~~

~~12. 8.1. All borrowings shall be effected Loans and investments ¶~~

~~12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the ¶ _____~~

minutes. All borrowing shall be in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

12.2.8.2. 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 or loans to approval be repaid within the financial year) must be authorised by the full council. In each case, following a written report in writing shall be provided to council in respect of on the value for money forof the proposed transaction.-

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or 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. ¶

12.3.8.5. The council shall consider the needrequirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which, if drawn up, shall must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.-

12.4.8.6. All investmentsinvestment of money under the control of the council shall be in the name of the council.-

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

12.6.8.8. 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). these regulations.

¶

9. INCOME ¶

13. 9.1. Income ¶

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.-

13.2.9.2. Particulars ofThe council will review all fees and charges to be made for work done, services renderedprovided, or goods supplied shall be agreed sold at least annually byas part of the council, notified tobudget-setting process, following a report of the RFO and theClerk. The RFO shall be responsible for the collection of all accountsamounts due to the council.-

9.3. The council will review all fees and charges at least annually, following a report of the Clerk. ¶

13.3.9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

~~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 intact with the council's bankers, with such frequency as the RFO considers necessary. ¶~~

~~13.4.9.6.—The origin of each receipt shall clearly be entered/recorded on the paying-in slip, or other record.~~

~~13.5. —9.7.—Personal cheques shall not be cashed out of money held on behalf of the council.-~~

~~9.8.—The RFO shall promptly complete/ensure that VAT is correctly recorded in the council's accounting software and that 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 is submitted from the financial year end. ¶~~

~~13.6.9.9. Where any significant sums of cash are regularly received software 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. due date.~~

~~13.7.9.10. [Any income arising which/that 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. ¶~~

~~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 Payments under contracts are laid down as follows: ¶~~

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

~~(i) — for the supply of gas, electricity, water, sewerage and telephone services; ¶~~

~~(ii) — for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants; ¶~~

~~(iii) — for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant; ¶~~

~~(iv) — for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council; ¶~~

~~(v) — for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the 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) **14. Where the council intends to procure or award a public supply contract, public service contract or public building or other construction works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.**~~

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

~~(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 Order 18, 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 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 the Clerk 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 (PUBLIC WORKS CONTRACTS) ¶~~

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

~~14.1. 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., which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.~~

~~14.2. 12.3. Any variation to a contract or of, addition to or omission from a contract must be approved authorised by the council and Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the financial provision.] contract sum by 5% or more, or likely to exceed the budget available.~~

~~¶~~

~~13. STORES AND EQUIPMENT ¶~~

~~15. 13.1. Stores and equipment ¶~~

~~15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.-~~

~~15.2. 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.-~~

~~15.3. 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.-~~

~~15.4. 13.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.] .~~

~~¶~~

~~14. ASSETS, PROPERTIES AND ESTATES ¶~~

~~16. 14.1. Assets, properties and estates ¶~~

~~16.1. The Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.-¶~~

~~16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record is maintained of all properties held by the council, recording the their 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.-~~

~~16.3. 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. 14.2.- ¶~~

~~No tangible moveable property interest in land 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 £500. ¶~~

~~16.4. 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 written 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)- where required by law).~~

~~16.5. 14.4. No real tangible moveable property (interests in land) shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the full council-, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written 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 with a full business case (including an adequate level of consultation with the electorate)-.~~

~~14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case. ¶~~

~~14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. ¶~~

~~15. INSURANCE ¶~~

~~15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers. ¶~~

~~15.2. [The Clerk shall give prompt notification to the RFO of all new risks not applicable. ¶~~

~~17. 15.3. The Insurance ¶~~

~~17.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and, reviewing these annually before the renewal date in conjunction with the council's review of risk management.~~

~~17.2. 15.4. The Clerk and RFO shall give prompt notification to all officers and insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.~~

~~17.3. The Clerk and 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 [the council] at the next available meeting. The Clerk and RFO shall negotiate all claims on the council's insurers.~~

~~17.4. 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 ¶~~

~~18. 16.1. Charities ¶~~

~~18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.-~~

¶

~~17. RISK MANAGEMENT ¶~~

~~19. 17.1. Suspension and revision of Financial Regulations ¶~~

~~The council is responsible for putting in place arrangements for the management of risk shall review these Financial Regulations annually and following any change of Clerk and RFO. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually. ¶~~

~~17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council. ¶~~

¶

~~18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS ¶~~

~~19.1. 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 need to amend these Financial Regulations.-~~

~~19.2. 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 Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process¶

- 1) Any 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.¶
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.¶
- 3) Where a postal process is used, 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. 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.-¶
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.¶
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.¶
- 6) Where 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, 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.¶



Rayleigh Town Council

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Financial **Regulations**

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 11th May 2026

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future 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.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Staffing Committee.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of December each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk and RFO shall seek at least 3 fixed-price quotes;

- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk and RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk and RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Town Clerk and RFO under delegated authority, for any items below £5000 excluding VAT.
 - The Clerk, in consultation with the appropriate committee, for any items £5,000 and above and below £10,000 excluding VAT.
 - the Full Council for all items over £10,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Nationwide Building Society. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank. See Appendix 2 for Council Internal Control process
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified as per the internal control process.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year}.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £5000 excluding VAT, within an agreed budget.

- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and 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.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £100,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be signed by two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members where appropriate. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and RFO and one councillor. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and RFO, the Deputy Clerk or the Finance Officer and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 9.2. Personal credit or debit cards of members or staff shall not be used, in accordance with council policy.

10. Petty Cash

- 10.1. No petty cash shall be maintained.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by two councillors to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that 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.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. 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.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.
- 16.3. 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.
- 16.4. No interest in land 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. In each case a written report 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 where required by law).
- 16.5. 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, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk and RFO shall give prompt notification to all officers and insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk and RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Clerk and RFO shall negotiate all claims on the council's insurers.
- 17.4. 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.

18. Charities

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

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk and RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD

www.rayleightowncouncil.gov.uk

SCHEME OF **DELEGATION**

Adopted On	Review Cycle	Review Date
2026 - ACM	Annual	2027 - ACM

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's governance documents along with Standing Orders, Financial Regulations and the Code of Conduct. The Scheme will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, Clerk & Responsible Financial Officer.
- 1.3 One of the purposes of the document is to clearly define the parameters within which officers of the council are able to act without reference to councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the terms of reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
 - A committee may delegate its powers to an officer.
 - The delegating body may exercise powers that have been delegated.
- 2.2 Any delegation to a committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Clerk & RFO is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. Authority to Act

- 3.1 It will be appropriate for the Clerk & RFO to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.2 The Clerk & RFO and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Clerk & RFO must make a

formal declaration about council contracts where they have a financial interest.

- 4.2 Where the Clerk & RFO has a conflict of interest in any matter, the Clerk shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Clerk and Responsible Financial Officer
 - To adopt and change the Standing Orders, Financial Regulations and Scheme of Delegation
 - To approve and adopt the policy framework.
 - To approve and adopt the budget.
 - To agree and/or amend the terms of reference for committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for items over £10,000 or for which budget provision is not made or is exceeded.
 - To set the precept.
 - To make byelaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Planning Committee

Membership: Up to seven councillors plus Chairman and Vice-Chairman of Council (ex officio with full voting rights)

Quorum: Three Councillors

Meetings: Once a month, with the exception of August

The Committee shall elect a Chair and Vice-Chair at the first committee meeting after the Annual Council Meeting

Terms of Reference:

The Planning Committee will be responsible for the following:

- Considering and responding to all applications for planning permission and planning appeals referred by Rochford District Council or any other authority
- Considering and responding to all matters relating to historic building consents, buildings of special architectural interest, historic buildings and the conservation area
- Referring to the relevant authorities any matters considered to be in breach of planning permission and/or requiring enforcement
- Considering and responding to Tree Preservation Orders and to seek adoption of TPOs if deemed necessary
- Considering and responding to consultations relating to the Rochford Local Plan and other planning related consultations
- Considering and responding to licensing matters from Rochford District Council
- Considering and overseeing the development of a future Rayleigh Neighbourhood Plan and monitoring changes by central government to neighbourhood planning policy

7.2 Community Services Committee

Membership: Seven members appointed by Full Council, along with the Chairman and Vice-Chairman of the Town Council ex officio (with full voting rights)

Quorum: Three councillors

Meetings: Four times a year, approximately once every three months

The Committee shall elect a Chair and Vice-Chair at the first committee meeting after the Annual Council Meeting

Terms of Reference:

The Community Services Committee will be responsible for the following:

Community Events

- Agreeing an annual events programme for the Council and monitoring progress against the agreed programme

Christmas Lights

- Agreeing the contract for a Christmas Lights provider to be erected around the town
- Developing and agreeing an annual budget for approval by Full Council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from Council.
- Monitoring the performance of its budget and providing updates to Council

Rayleigh Market

- Agreeing an annual Market Management Plan
- Reviewing and agreeing the market rent on an annual basis, or as required
- Reviewing and agreeing the market regulations on an annual basis, or as required
- Monitoring the performance of the market, and providing strategic direction to officers for further improvements
- Agreeing the dates and format for any additional/one-off markets to be held
- Receiving referrals from officers of any issues that need a strategic direction (e.g. breach of market regulations or failure to pay market rent for a sustained period [defined as three months or more])

Youth Provision

- To monitor the performance of agreed service level agreements for the delivery of youth services
- To identify opportunities for further enhancement to youth provision within the town

7.3 Environmental Services Committee

Membership: Seven members appointed by Full Council, along with the Chairman and Vice-Chairman of the Town Council ex officio (with full voting rights)

Quorum: Three councillors

Meetings: Four times a year, approximately once every three months

The Committee shall elect a Chair and Vice-Chair at the first committee meeting after the Annual Council Meeting

Terms of Reference:

The Environmental Services Committee will be responsible for the following:

Open Spaces

Setting the policy and strategy for the management of the following open spaces looked after and/or owned by the Council:

- John Fisher Playing Field and Pavilion
- Lower Wyburns Allotments
- Grove Wood Allotments
- Sweyne Park Allotments
- Kenilworth Garden's Allotments

Assets

Setting the policy and strategy for the management of the following assets looked after and/or owned by the Council:

- Play Area (located at John Fisher Playing Field)
- Crown Hill Public Toilets
- Noticeboards
- Town Clock
- Flagpole
- Bus Shelters
- Telephone Box (Rayleigh High Street)
- Floral Displays and Planters
- Bins
- Streetlights
- All signs that are the responsibility of the Town Council

7.4 Staffing Committee

Membership: The Committee shall consist of three members appointed by Full Council along with the Chairman and Vice-Chairman of the Town Council ex officio (with full voting rights)

Quorum: Three parish councillors

Meetings: The Committee will meet at least quarterly.

The Committee shall elect a Chair and Vice-Chair at the first committee meeting after the Annual Council Meeting, and will not be the Chair of the Council

The Staffing Committee will be responsible for:

- Reviewing employment policies and the Employee Handbook, ensuring they are in line with employment law and best practice
- To ensure the Council fulfils its duty of care towards its employees
- To conduct the recruitment process for the Town Clerk & Responsible Financial Officer. To provide support to the Town Clerk & RFO, in the recruitment of other staff as and when requested to do so
- To ensure that the Town Clerk & Responsible Financial Officer has an annual appraisal and ensure there is appropriate performance management put in place by the Town Clerk & RFO for the council's other staff.
- To ensure working conditions, health and safety, and employee wellbeing are maintained to a high standard
- To undertake any disciplinary and grievance processes for the Town Clerk & RFO. To conduct grievance processes from other staff where the grievance relates to the Town Clerk & RFO.
- To consider appeals received from other council staff
- To utilise the services of the Council's appointed HR provider as appropriate
- To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements

The Staffing Committee must provide recommendations to Full Council on the following:

- To review the council's staffing structure, making recommendations as appropriate.
- To annually review staff remuneration (salary bands), and make recommendations as and when a salary review might be necessary

8 DELEGATION TO CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item not exceeding £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. The Clerk is the manager for all other staff employed by the Council and is given delegated powers to manage the council staff in accordance with the

Council's policies, procedures and budget

5. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
6. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council, if there is insufficient time, lawfully, to call a meeting of the Council or one of its Committees.
7. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
8. To sign and publish the annual public notices that the Audit of Accounts is to take place and has taken place.
9. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
10. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
11. Power to act on own initiative to implement the Councils policies and objectives.
12. Power to take appropriate steps to ensure the Council does not exceed its powers.
13. Power to manage all the Council's assets, facilities and resources in accordance with the Council's policies.
14. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
15. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
16. As Proper Officer/Responsible Financial Officer, the Town Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to Rochford District Council (the billing authority).

Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
RAYLEIGH
Essex
SS6 8JD

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 7th May 2026

Invoice No: 555927582

Client ref: 3705056

Policy	Policy Term	(£) Premium
YLL-2720435743	01/06/2026-31/05/2027	7,864.62
Inspection Contract (If Applicable)		0.00
Sub total		7,864.62
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		943.75
TOTAL		£8,808.37

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9531

Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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RAYLEIGH
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SS6 8JD

Zurich Town, Parish and
Community Council Team
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Remittance Advice

Invoice Date: 7th May 2026

Invoice No: 555927582

Client ref: 3705056

Policy	Policy Term	(£) Premium
YLL-2720435743	01/06/2026-31/05/2027	7,864.62
Inspection Contract (If Applicable)		0.00
Sub total		7,864.62
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		943.75
TOTAL		£8,808.37

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Miss Ann Wood
Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
RAYLEIGH
Essex
SS6 8JD

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720435743
Insured	Rayleigh Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2026
To	31 st May 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 8,808.37

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	169127042
Long Term Agreement:	Not Applicable
Preparation Date	07 th May 2026
Prepared by	Ms Caroline Hopgood
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD	£1,695,428.46	£5,000.00	£76,301.00	£3,317.44	£16,587.17	£0.00	£0.00	£0.00	£0.00
2. King George Shed, Bull Lane, Rayleigh, Essex, SS6 8JD	£95,896.33	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Lower Wyburns Allotment Shed, Daws Heath Road, Rayleigh, Essex, SS6 7PE	£28,633.97	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Sweyne Park Allotment Shed, Sweyne Park, Rayleigh, SS6 8JD	£16,103.31	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Lower Wyburns Shed 2, Daws Heath Road, Rayleigh, SS6 7PE	£7,482.09	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. The Pavillion, St John Fish Playing Field, Little Wheatley Chase, Rayleigh, Essex, SS6	£289,406.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

9EH									
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For Premises: 1, 2, 3, 4, 5, 6

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5 & 6

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£12,000	12	N/A		N/A	

For Premises: 1, 2, 3, 4, 5, 6

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Millenium Clock	£46,444.10	£100
Teen Shelter	£19,075.26	£100
Play Equipment	£277,640.17	£100
Gates/Fences /Railings King George V Playing Field	£66,348.71	£100
Pagoda in Childrens Park	£19,904.62	£100
Total CCTV	£42,214.52	£100
Laptops, mobiles, computer equipment.	£1,658.73	£100
Tent	£630.32	£100
Stage & Canopy	£8,293.59	£100
Red telephone box	£9,122.96	£100
Outdoor Gym Equipment	£21,563.34	£100
9 New Picnic Benches	£41,467.94	£100
Notice Boards	£46,629.83	£100
3 Tier planter	£1,824.60	£100
Sign at Station Road	£4,976.16	£100
Defibrillator	£1,824.60	£100
New Gate Bowls Club & Sign	£3,815.05	£100
Speed Watch Gun & Display	£3,483.30	£100
Metal signs above gates for King George V Playing Field and Rayleigh Town Council	£4,976.16	£100
Vacuum Litter collector	£1,526.03	£100
Goal Posts & Nets	£3,317.44	£100
Gates & Fences Allotment Sites	£66,348.71	£100
Flagpole	£1,990.45	£100
24 Bins	£29,856.93	£100
Lower Wyburns Picnic Benches	£3,317.44	£100
7 Bus Shelters with Notice Boards	£58,055.13	£100

6 Street Lights	£14,928.46	£100
18 Street Benches	£59,713.85	£100
4 Flower Bed Round Benches	£16,587.17	£100
Water Trough	£6,634.87	£100
Planters in High Street	£4,976.16	£100
Black/White Finger Sign	£6,634.87	£100
Town Centre Signs	£3,317.44	£100
Town Pictorial Sign	£6,634.87	£100
Vintage Pump	£6,634.87	£100
4 Welcome to Rayleigh Signs	£13,269.74	£100
11 Column & Bolts	£1,824.60	£100
Heritage Notice Board	£11,279.27	£100
Basketball Net & Stand	£663.48	£100
23 Benches in King George Playing Fields	£66,348.71	£100
Civic Regalia, including chains	£29,856.93	£100
Chairman's Badges	£2,985.71	£100
Crests	£6,441.63	£100
Notice Board at Railway	£5,636.42	£100
Bus Shelter	£4,831.23	£100
20 foot container and contents	£3,596.05	£100
Vintage Cart	£281.43	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£50,000.00	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£50,000.00	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£50,000.00	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£50,000.00	£50,000.00	£50,000.00	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£75,000	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000	£125,000	£125,000	£Nil
8. Temporary Total Disablement	£200.00 per week	£200.00 per week	£200.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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RE: Your Zurich Town and Parish policy is due for renewal [Version Ref: 169127042]

From GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Date Mon 11/05/2026 3:29 PM
To Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>

Good afternoon, Shaun,

No problem, please see below quote for a long-term agreement.

A Long-Term Agreement (LTA) means that you commit to keep your policy with us for the period of the LTA (3 years) and in return you receive a discount each year.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium.

So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

1. Your sums insured increase. We will index-link your sums insured.
2. Your levels of indemnity increase. Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.
3. Your claims history is poor. If this did occur, you would have the option to exit the LTA.

Also, please note, the following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Your premiums may go up or down over the three years as our rates change or you buy more or less cover, but whatever direction they go in, you will still receive your discount.

Please see below to compare this upcoming year's renewal premium with a Long-Term Agreement:

1 Year: £8,808.37 (including IPT)
3-Year (LTA): £8,008.37 (including IPT)

Please let me know your thoughts and if this is something you would like to proceed with.

In the meantime, are you able to confirm if we are to update the Primary Contact for your council to yourself? It seems like the details on our system may be slightly outdated.

Any further questions or queries please do not hesitate to contact us on 0800 917 9531 – option 3.

At Zurich, your experience is our priority. Please provide your [feedback on our service](#) to help us create a brighter future together.

Kind Regards,

Imogen Oliver
Digital Trading Trainee Underwriter

0800 917 9531
renewals.team@uk.zurich.com



From: Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>
Sent: 07 May 2026 10:59
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Subject: [EXTERNAL] Re: Your Zurich Town and Parish policy is due for renewal [Version Ref: 169127042]

Good Morning,

Could we also have a quote for entering a three or five year long term agreement please?

Shaun Fishenden
Town Clerk & Responsible Financial Officer
Tel: 01268 741880
www.rayleightowncouncil.gov.uk



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From: renewals.team@uk.zurich.com <renewals.team@uk.zurich.com>
Sent: 07 May 2026 10:39 AM
To: Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>
Subject: Your Zurich Town and Parish policy is due for renewal [Version Ref: 169127042]



Policy Holder: Rayleigh Town Council
Policy Number: YLL-2720435743
Renewal Date: 01 June 2026

Thank you for insuring Rayleigh Town Council with us for the past year. Your policy is due for renewal and your renewal premium is £8,808.37 including tax.

Your renewal documents and invoice are now available to view, download and print on your online account, which can be accessed [HERE](#).

It's important that you read the following documents carefully:

- * Schedule of Insurance
- * Select for Local Councils Policy Document

Full details on how to pay can be found on your invoice.

To ensure your cover continues, please pay your renewal premium by 01 June 2026.

If you have any questions or need to make any changes to your policy, please don't hesitate to contact me.

Kind regards,

Ms Caroline Hopgood
Senior Account Manager
0800 917 9531
renewals.team@uk.zurich.com

Your Renewal Quote

Insurer
Zurich Insurance Company
Ltd

Period of Cover
01/06/2026 - 31/05/2027

Policy No.
YLL-2720435743

Renewal Premium

£8,808.37

Tel: 0800 917 9531 | Email: Renewals.Team@uk.zurich.com



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Each of the following companies has its registered office at Unity Place, 1 Carfax Close, Swindon, SN1 1AP.

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