

Compton Parish Council

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www.comptonparishcouncil.org

Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

Monday 11th May 2020 at 7.00pm

and all Members of the Council are hereby summoned to attend.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted online.

<https://us02web.zoom.us/j/85693775028?pwd=UkVlaVtVndPODFabml2TjBGbU9wZz09>

Meeting ID: 856 9377 5028 Password: 517396

Dr. Sarah Marshman
Clerk to the Council
Dated: 5th May 2020

AGENDA

1. To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of office in view of the meeting participants
2. To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of office in view of the meeting participants
3. To receive apologies for absence from members of the Council
4. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
5. To receive: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

6. To approve the [minutes](#) of the Parish Council Meeting held on 6th April 2020
7. To discuss any matters arising from the minutes of the Council Meeting on 6th April 2020
8. To receive a report from the District Councillor, Carolyne Culver
9. To receive the Clerk's report
10. Planning Applications
 - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
 - b) To consider the following new planning applications:
 - [20/00974/HOUSE 21 Fairfield, Compton, RG20 6PJ](#) - Replacement of existing privet hedge with a feather board fence.
 - [20/00968/ FUL Land South Of Danetree West Of Coombe Road, Compton](#) - Creation of Access and Construction of Stables
 - c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
 - d) To consider whether to refer any planning applications for further response from our planning consultants
 - e) To receive a report on [West Berkshire Council's recent planning decisions](#)
11. To consider making a donation to Compton Village stores to assist with the costs incurred in providing a safe shopping environment for the community during the coronavirus lockdown
12. To consider [making a donation to a community group from the Parish](#) to assist with the purchase of material to make scrubs
13. In response to a request received by the Council, to consider:
 - a) A request to purchase a small area of allotment land adjacent to Fairfield from the Newbury Lane allotment
 - b) Whether to grant a long-term license for use of this land
14. To consider supporting the [Local Electricity Bill](#) as per the draft resolution provided in the supporting document
15. Committees:
 - a) To review the terms of reference and delegation arrangements for the following committees:
 - i. [Personnel Committee](#)
 - ii. [Planning Committee](#)
 - b) To appoint members to the following committees:
 - i. Personnel Committee (3 members)
 - ii. Planning Committee (Chairman and up to 6 other members)
 - c) To appoint any new committees in accordance with standing order 4
16. To review [delegation arrangements](#) for staff and other local authorities
17. To review the [inventory of land and assets](#) including buildings and office equipment
18. To confirm the arrangements for [insurance](#) cover in respect of all insured risks
19. Policies:
 - a) To review the [Standing Orders](#)

- b) To review the [Financial Regulations](#)
 - c) To review the [Complaints Procedure](#)
 - d) To review the [procedures](#) for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - e) To review the [Media Policy](#)
 - f) To review and consider the [Grant Allocation Policy](#)
 - g) To review the [Training and Development Policy](#)
20. To review the Council's and/or Staff [Subscriptions](#) to other bodies
21. To review the [direct debits](#) approved by the Council
22. To determine the time and place of ordinary [meetings](#) of the full council up to and including the next annual meeting of full council
23. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
24. To receive an update on vandalism and anti-social behaviour (ASB) in the village
25. To receive reports on the following:
- a) Recreation Ground
 - b) Sports Pavilion
 - c) Rights of Way
 - d) Village Hall
 - e) Allotments
 - f) Patient Representation
 - g) Communications
 - h) Groundwater
 - i) Parish Assets & Management Working Party
 - j) Neighbourhood Development Plan
 - k) Burial Ground
 - l) GDPR
 - m) Personnel Committee
26. Finance:
- a) To receive the [finance report](#) and approve payments made/due
 - b) To note the [bank reconciliations](#) to 31st March 2020
 - c) To receive any reports from the Internal Controller
 - d) To note the [quarterly budget report](#) where applicable
27. To receive the [correspondence report](#)
28. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 1st June 2020 at 7pm

Compton Parish Council

Minutes of the Parish Council Meeting

Held on Monday 6th April 2020 at 7:00pm online using Zoom

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle (from 8pm), Dan Neate, Rebecca Pinfold, Keith Simms, Alison Strong and Ian Tong.

Councillors not present: Councillors Peter McGeehin and Linda Moss.

In attendance: Sarah Marshman (Clerk).
Carolyn Culver (District Councillor).

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| 19/20-268 | <p>To resolve that, due to the current coronavirus situation, this meeting of the Council will be conducted virtually</p> <p>As The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meetings and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 has now taken effect, it was resolved that the Council could now hold meetings online.</p> |
| 19/20-269 | <p>To receive apologies for absence from members of the Council</p> <p>Apologies were received from Councillor Linda Moss and from Councillor Mark Birtwistle who would be late to the meeting.</p> |
| 19/20-270 | <p>To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation</p> <p>There were none.</p> |
| 19/20-271 | <p>To receive: Questions or comments from members of the public</p> <p>Representations from any member who has declared a personal interest</p> <p>There were none.</p> |
| 19/20-272 | <p>To approve the minutes of the Parish Council Meeting held on 10th March 2020</p> <p>It was resolved that the minutes be accepted as a true record. The minutes will be signed by the Chairman at the next meeting held in person.</p> |
| 19/20-273 | <p>To discuss any matters arising from the minutes of the Council Meeting on 10th March 2020</p> <p>There were none.</p> |
| 19/20-274 | <p>To receive a report from the District Councillor, Carolyn Culver</p> <p>CC is liaising with the local community volunteer groups in each village that are helping members of the community in need of assistance during the coronavirus lockdown. West Berkshire Council is sending a weekly bulletin to all Parish Councils.</p> |
| 19/20-275 | <p>To receive the Clerk's report</p> <p>VE Day 75 celebrations have now been cancelled and it has been suggested communities instead hold an event on the weekend of 15th/16th August on the anniversary of VJ Day.</p> <p>Repairs to the noticeboard have been carried out under delegated powers for health and safety.</p> |

19/20-276

The response to the consultation on the settlement boundary and the Housing and Economic Land Availability Assessment (HELAA) have been submitted to West Berkshire Council.

Planning Applications

a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting

There were none.

b) To consider the following new planning applications

There were none.

c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee

There were no applications requiring call in.

d) To consider whether to refer any planning applications for further response from our planning consultants

There were no applications requiring referral.

e) To receive a report on West Berkshire Council's recent planning decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
19/02070/ FUL	Compton Downs Gallops, Churn Road, Compton, Newbury Berkshire	Installation of a gallops for equestrian use. Change of use from agricultural land to 3m wide gallops and 965m in length.	Support	Approved
20/00256/ COND1	Nielia, Downs Road, Compton, Newbury	Application for approval of details reserved by Condition 3 - Materials and Condition 7 - Parking, of planning permission reference 17/02914/FULD (Demolition of existing dwelling, erection of replacment dwelling and garage).	Not consulted	Approved
20/00195/ COND2	Old Station Business Park, Wilson Close, Compton, Newbury	Approval of details reserved by Condition (8) plant machinery of planning permission 17/03285/FUL S73A variation of condition of permission 00/00964/FUL - Construction of three two storey light industrial units in one block of three units.	Not consulted	Refused

19/20-277

To consider adopting a Policy on High Consequence Infectious Diseases

It was resolved to adopt the Policy on High Consequence Infectious Diseases.

19/20-278

To consider revised quotes for the refurbishment of the Sports Pavilion

Due to errors with the quote previously accepted for the plumbing, new quotes were considered. It was resolved to accept the quote for plumbing from Aquaheat for

- £10,800 and the quote for electrics from Diligent Commercial Services Ltd for £1,500 and to continue to hold a 10% contingency fund in case it is required.
- 19/20-279 **To consider ratifying the purchase of a license for Zoom for online meetings**
It was resolved to ratify the purchase of a license for Zoom on a monthly basis whilst online meetings are required.
- 19/20-280 **To consider reimbursing expenses incurred for the volunteer group formed to provide assistance due to the coronavirus situation**
It was resolved to set a budget of £50 for expenses claims for printing and similar costs for the volunteer group acting as a result of the coronavirus lockdown.
- 19/20-281 **To consider any further actions or funding the Council should provide due to the coronavirus situation**
An agenda item will be added to the next meeting with regards to considering making a donation to the Compton Village Store to assist with meeting the costs incurred in providing a safe shopping environment for the community during the coronavirus lockdown.
- 19/20-282 **To receive an update on vandalism and anti-social behaviour (ASB) in the village**
No reports had been received.
- 19/20-283 To receive reports on the following:
 a) Recreation Ground
 The play area has been chained and padlocked closed and will remain as such while the coronavirus lockdown continues.
 c) Rights of Way
 The blockage on Byway 17 had been cleared by the landowner. Correspondence had been received regarding the suggestion of erecting a barrier to prevent vehicles at the point where Byway 17 meets 18. The Council did not believe this was the right action to take at this time.
 Footpath 10 is currently blocked by flooding near the sewage treatment works. The Clerk was requested to highlight this to the local community and to write to Thames Water to ascertain whether the flooding is clean water.
- Councillor Mark Birtwistle joined the meeting.
- j) Neighbourhood Development Plan**
 The policy draft is due to be reviewed by the steering committee this week.
- k) Burial Ground**
 A planning application for approval of details of conditions has been submitted to West Berkshire Council with regards to meeting six of the conditions for the burial ground. Discussion with the architects is taking place with regards to meeting further conditions.
- 19/20-284 **Finance:**
 a) To receive the finance report and approve payments made/due
 It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
- b) To note the bank reconciliations to 29th February 2020**
 The bank reconciliations were noted.

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|-----------|---|
| 19/20-285 | <p>The Clerk noted that she had been unsuccessful in making contact with the internal auditor by email and phone. The Clerk will write a letter to the internal auditor.</p> <p>To receive the correspondence report</p> <p>An email was received regarding the noise from a generator or pump on the Old Station Business Park. The Clerk will direct them to the Environmental Health team at West Berkshire Council.</p> <p>An email was received regarding the allotment plot bordering Fairfields. This will be added to the next agenda.</p> |
| 19/20-286 | <p>To discuss matters for future consideration and for information</p> <p>The Clerk will provide link to the current policies for the Members to provide feedback on prior to reviewing them at the next Council meeting.</p> <p>Councillors were requested to put together a list of routes around the village. IT will collate.</p> <p>Meeting closed 8:15pm.</p> |

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 11th May 2020 at 7pm
It is expected this meeting will be held online.

Chairman: Date:

Attachment 1:

Status at bank at last bank reconciliation 29th February 2020

Unity Trust Current Account	£53,756.12
Unity Trust Deposit Account	£122,390.33
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£41.49
Total	£176,936.44

Income received 24th February - 30th March 2020

Unity Trust	Current Account	Compilations advertising	£125.00
Unity Trust	Current Account	Contribution from East Ilsley Parish Council for Feb Compilations	£64.69
Unity Trust	Current Account	Allotment rent	£131.50
Unity Trust	Current Account	Repayment of Scout loan	£600.00
Unity Trust	Current Account	Grant towards Sports Pavilion works	£3,000.00
Total			£3,921.19

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
POCKIT	24-Feb-20	164	Post Office	2nd class stamps		£7.32
POCKIT	14-Mar-20	165	Amazon	Stationery		£8.86
POCKIT	16-Mar-20	166	Pockit	Monthly fee		£0.99
POCKIT	30-Mar-20	167	Amazon	Office supplies		£10.99
Total						£28.16

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
CC	02-Mar-20	168	Lloyds Bank plc	Monthly fee		£3.00
CC	12-Mar-20	169	West Berkshire Council	Planning application fee		£58.00
CC	31-Mar-20	170	Zoom	Monthly fee for video conferencing service		£14.39
Total						£75.39

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
BACS	16-Mar-20	171	Lloyds Bank plc	Payment of transactions on Corporate Card		£3.00
DD	18-Mar-20	172	Vodafone	Mobile phone monthly fee		£15.37
DD	26-Mar-20	173	Castle Water	Water Newbury Lane allotments		£18.79
DD	30-Mar-20	174	Unity Trust Bank	Account charges Q4		£18.00

Payments in 2020/21 Financial Year						
BACS	06-Apr-20	1	West Berkshire Council	Compilations Dec		£501.84
BACS	06-Apr-20	2	West Berkshire Council	Waste collection 2019/20		£455.75
BACS	06-Apr-20	3	CPRE	Subscription 2020/21		£36.00
BACS	06-Apr-20	4	CJM Services	Refurb of bench and repairs to noticeboard		£385.00
BACS	06-Apr-20	5	SSE Contracting Ltd	Street lighting maintenance charge Q4		£264.86
BACS	06-Apr-20	6	SSE Contracting Ltd	Chargeable repairs Q4		£135.36
BACS	06-Apr-20	7	Compton Village Hall	Meeting rental 2019/20		£555.00
BACS	06-Apr-20	8	Clerk	Salary/expenses Mar		£926.67
BACS	06-Apr-20	9	HMRC	PAYE		£68.93
BACS	17-Apr-20	10	Berks Pension Fund	Pension contributions Mar		£261.06
Transfers					Total	£3,645.63

Method	Payment Date	Voucher No	From Account	To Account	Minute	Amount
-	-	-	-	-	-	-
					Total	£0.00

West Berkshire Council's Recent Planning Decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00374/ HOUSE	7 Church Farm Barns, Aldworth Road, Compton, Newbury, RG20 6RD	Two new windows, one new rooflight and a door in place of a window.	No objections	Approved
20/00375/ LBC2	7 Church Farm Barns, Aldworth Road, Compton, Newbury, RG20 6RD	Two new windows, one new rooflight and a door in place of a window.	No objections	Approved
20/00232/ HOUSE	18 Newbury Lane, Compton, Newbury, RG20 6PB	Conversion of existing garage to include the replacement of exiting flat roof with monopitched roof and a small rear single storey extension. Single storey mono-pitched side extension. Thermal update to dormers with new timber cladding.	No objections	Approved
20/00858/ AGRIC	Church Farm House, Aldworth Road, Compton, Newbury	Prior approval for proposed new building. The Building will be a Steel Frame Portable building. With Concrete panels for walls and a Green cladding and fiber cement roof. Length 36m, Height to eaves 9m, Breadth 27m, Height to ridge 11.8m	Comments requesting prior approval were submitted	A planning application is required for the proposal

Council Funding for Community Project

A couple of weeks ago I was asking people in Compton and East Ilsley particularly isolators and folks deemed vulnerable to help me make scrubs for the NHS -having volunteered to help make 2000 sets for Frimley Trust.

The response and uptake has been phenomenal and the positiveness of people being actively involved in really helping the NHS is just wonderful. We are already pattern cutting sewing and delivering scrubs, scrub bags hats and bands. Our eclectic group has showcased the talents of our youngest 6 year old and oldest at 84! And there are over 40 of us.

To help our community efforts along, would Compton Parish Council please consider making a community donation to our just giving page so we can keep purchasing the required COVID -19 non PPE fabric to fulfil the orders.

I am not, as you would appreciate a registered charity. However, there is the option for the Council to pay my fabric supplier directly if you are not able to make a donation on the site but would like to contribute.

https://www.justgiving.com/crowdfunding/veritascharitysupportinglocalhospitals?utm_term=8JgXJ6rbz

Local Electricity Bill

I hope that this message finds you well in this trying time. We continue our campaign for the Local Electricity Bill and I am writing to follow up on my previous request for your help.

161 Parish, Town and Community Councils have already resolved to support the Bill along with NALC and 43 other national organisations. It would be great if your Council joined them.

The Bill will be re-introduced in Parliament, backed by a cross-party group of 50 MPs and debated in the House of Commons on Tuesday 28th April. We aim to increase the level of Parliamentary support to well beyond the 116 MPs that supported the Bill last year.

The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently impossible because of the huge setup and running costs involved in doing so.

The ultimate result of this would be:

1. Local communities and businesses could buy their electricity from a local energy company.
2. Building more local renewable energy schemes would be financially viable.
3. Communities would see numerous economic benefits from new local energy supply companies, such as more local skilled jobs and investment in energy efficiency schemes for local homes.

Could you please help by asking Compton Parish Council to support the Local Electricity Bill? A suggested resolution is further below.

Please reply if you would like a more detailed briefing or to ask anything about the Bill or our campaign for it.

Kind regards
Steve

Steve Shaw
Director
Power for People
www.powerforpeople.org.uk

See a copy of the Bill here:
<https://powerforpeople.org.uk/wp-content/uploads/2019/03/Local-Electricity-Bill.pdf>

See the Local Councils and national organisations supporting the Bill here:
<https://powerforpeople.org.uk/the-local-electricity-bill/support/#coalition>

Council Draft Resolution

That Compton Parish Council

(i) notes that the Local Electricity Bill

- aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation and empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and
- would result in revenues received by councils or community organisations that set up local renewable electricity companies, which could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;

(ii) accordingly resolves to support the Local Electricity Bill, supported by a cross-party group of 116 MPs during the 2017-19 Parliamentary session; and

(iii) further resolves to write to the local MP asking them to support the Bill in Parliament and to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.

Compton Parish Council

Personnel Committee - Terms of Reference Adopted 1st October 2018, Minute 18/19-122.

DELEGATED POWERS

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE PARISH CLERK

1. Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
2. Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.
3. The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
4. To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts

3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details
7. To discuss a matter

PERSONNEL COMMITTEE

Terms of Reference

1. Membership shall comprise three members.
2. Three Members shall constitute a quorum.
3. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
4. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
5. To establish and regularly review personnel policies and procedures.
6. To undertake the performance management of the Proper Officer including annual appraisal and to overview the appraisals of any other employees.
7. To determine and monitor appointment procedures.
8. To convene an Appeals Committee if and when required for dispute resolution.
9. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
10. To approve the payment of relocation expenses in relation to the appointment of staff as may be deemed necessary.
11. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

Delegation of Power

1. To the Committee
 - a. Items included in paragraphs 3, 4, 5, 6 and 7 above.
 - b. To annually review staffing levels and make recommendations to the Parish Council.

Agenda Item 15(a)(i)

- c. To receive annual reports on staff appraisals in (*October*) of each year.
 - d. To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
2. To the Chairman and Vice Chairman –
- a. Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.
 - b. All Members are free to attend Personnel Committee meetings with the proviso that the Chairman and Vice Chairman have the power to revoke this in relation to confidential items under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) if any item to be discussed is personal to a member of staff.
3. To the Parish Clerk
- a. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £150 in any instance.
 - b. To ensure that all staff undertake an effective induction programme.

Compton Parish Council
Planning Committee Terms of Reference
Adopted 2nd July 2018, Minute 18/19-060.

Objective

Compton Parish Council is a statutory consultee in respect of all planning applications received by West Berkshire District Council for the civil parish of Compton. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities that cannot be considered at a full council meeting.

Membership

Membership shall consist of the Parish Council Chairman (who will also be Chairman of the Planning Committee) and up to 6 members of the Full Council. The remaining members of the Parish Council can be called upon to act as a substitute for any member unable to attend. The member requesting a substitute attend in their absence must inform the Clerk of the substitution.

Membership of the Planning Committee shall be ratified at the Annual Parish Council Meeting in May of each year. The quorum of a meeting shall be 3 members of the planning committee (or their substitutes).

Any member of the Parish Council that is not also a member of the Planning Committee is able to make representation to the Committee of their views on any business to be transacted.

Areas of Responsibility

The Planning Committee has the delegated authority from Compton Parish Council:

1. To make representations to the Local Planning Authority on applications for planning permission.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To request the District Councillor call-in any application to be considered at the Western Area Planning Committee at West Berkshire Council.
4. To authorise Compton Parish Council's Planning Consultant to prepare a response on behalf of the Parish Council.
5. To authorise a member of the Committee to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
6. To authorise Compton Parish Council's Planning Consultant to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
7. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
9. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

Meetings

Planning meetings will be called by the Clerk or the Chairman when a planning application is received that cannot be considered at a scheduled Full Council Meeting within the necessary timescale to respond to the application. Minutes of all meetings will be recorded by the Clerk or by any member nominated at the meeting. Minutes will be circulated and considered at the next Planning Committee meeting and will be reviewed at the Parish Council meeting following the Planning Committee Meeting.

The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

Site Visits

Where a site visit is requested by an applicant or an objector the member of the Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

Responses

The Clerk, or, in their absence, the committee member nominated to record the minutes of the meeting, will communicate in writing detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

Review

The terms of reference are to be reviewed by the Full Council annually.

TERMS OF REFERENCE and DELEGATED POWERS
For the Committees and the Clerk

THE CLERK

To have **delegated powers** to:

- i. Authorise any immediate temporary work necessary on Health and Safety or security grounds that might expose the Council to litigation or claims if delayed up to a limit of £1000. If the expenditure is over £1000, the Clerk must have the approval of two members of the council, one of which must be either the Chairman or Vice-Chairman.
- ii. Spend up to £100 on essential office equipment to maintain communications and supplies for office use, in consultation with the Chairman or Vice Chairman. Such expenditure must be included in subsequent invoices submitted to the Council for approval.

ASSET REGISTER 2019/20

Asset	No.	Location	Acquisition Date	Supplier / Donor	Purchase Price/ Nominal Value	Value as at Nov 2012	Comments
Land							
1	Site of Day Centre	Downland Day Centre			£1.00		
2	Site of Village Hall	Village Hall			£1.00		
3	School Road Allotments	School Road			£1.00		
4	Newbury Lane Allotments	Newbury Lane			£1.00		
5	Grazing Land	Adj. to Newbury Lane Allotments			£1.00		
6	Recreation Ground (All)	Recreation Ground			£1.00		
8	Land at Gordon Crescent	Gordon Crescent	May-17		£1.00		Donated to Parish Council in 2017
9	Land at Manor Crescent	Corner of Manor Crescent/Burrell Rd	May-17		£1.00		Donated to Parish Council in 2017
Other Assets							
7	Football Pavilion	1 Recreation Ground			-	£60,000.00	
8	Bus shelter	1 High Street	Dec-09	J Evans	£8,025.00	-	
9	Street Lights	65 See 'List of Footway Lighting'			£7,243.61	£59,000.00	
10	Benches	10 See 'List of Other Items'			-	£5,340.00	
11	Picnic tables	2 See 'List of Other Items'			-	£300.00	
12	5-bar gates	3 See 'List of Other Items'			-	£420.00	
13	Notice board 1	1 High Street	Sep-06		£2,446.49	-	Note: 'Gates and fences'
14	Dog waste bins	17 See 'List of Other Items'			-	£5,950.00	
15	Litter bins	4 See 'List of Other Items'			£429.00	£1,550.00	
16	Flood container & gel bags	1 The Compton Swan	Apr-10	Greenfingers Trading	£0.00	-	
17	Salt bins	7 See 'List of Other Items'			£750.00	£300.00	Purchase of 5x salt bins @£150 each Dec 2019
18	Multi-Use Games Area (MUGA)	1 Recreation Ground	Oct-08	Park Leisure Ltd	£20,020.00	-	
19	Toddler springers	2 Recreation Ground			-	£618.60	
20	Traditional flat swings	4 Recreation Ground	Oct-06	Wicksteed Leisure	£2,277.00	-	
21	Traditional cradle swings	2 Recreation Ground	Oct-06	Wicksteed Leisure	£1,341.00	-	
22	Sidewinder see-saw	1 Recreation Ground	Oct-06	Wicksteed Leisure	£1,071.00	-	
23	Tropica Multi-play system	1 Recreation Ground	Oct-06	Wicksteed Leisure	£14,178.00	-	

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24	Fun run fitness trail	1	Recreation Ground	Oct-06	Wicksteed Leisure	£2,418.00	-	
25	Whirly bird & safety surfaces	1	Recreation Ground	Oct-06	Wicksteed Leisure	£6,624.00	-	
26	Basketball post	1	By Football Pavilion			-	£560.00	
27	5-a-side goals	2	Football Pavilion			-		Disposed of Sept 2019 (£240)
28	Concrete table tennis table	2	Recreation Ground	Jul 14/Feb 15	Concrete Sports Ltd	£4,590.00		
29	Youth shelter	1	Recreation Ground	Jul-15	Broxap	£5,872.00		
30	Petrol Strimmer	1	N.L. allotment manager	May-03	Oakes Bros.	£350.00	-	
31	Filing cabinet	2	Village Hall			-	£210.00	
32	Projector	1	Clerk	Nov-15	Amazon	£155.90		Philips PicoPix PX2055
33	Projector case	1	Clerk	Nov-15	Amazon-	£14.16		
34	Laptop	1	Clerk	Mar-16	HP	£565.83		HP Envy Notebook 15-ae103na
35	Cantilever Swing	1	Recreation Ground	Jun-16	Yates Playgrounds Ltd	£5,886.00		
36	WW1 Memorial Plaque and base	1	By noticeboard, High Street	Jul-16		£886.60		
37	Various Christmas decorations/lights		Compton Swan	Dec-16		£542.71		
38	Mini goal posts	2	Recreation Ground	Mar-17		£981.23		
39	2 drawer filing cabinet	1	Clerk	Jun-18	Viking	£95.99		
40	Bench 'Lest We Forget'	1	High Street by noticeboard	Dec-18	David Ogilvie Fenland Leisure Products Ltd	£992.40		
41	Cableway	1	Recreation Ground	Dec-18		£11,814.00		
42	Mobile phone	1	Clerk	Dec-18	Vodafone	£150.00		Huawei P Smart
TOTAL						£233,976.52		

Footway Lighting Asset Register

	Column Number	Location	Type	Acquisition Date	Supplier	Purchase Price	Value as at Nov 2012
1	7	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
2	5	Manor Crescent	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
3	2	Westfield	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
4	4	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
5	6	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
6	2	Burrell Road	LED	Nov-14	Southern Electric Power Distribution Ltd	£1,326.49	
7		Hockham Road	LED	Mar-16	Southern Electric Power Distribution Ltd	£390.07	
		All other lighting 59 lights					£59,000.00
Total Value						<u>£7,243.61</u>	<u>£59,000.00</u>
						£66,243.61	

List of Other Items on Asset Register

Location	Acquisition Date	Supplier	Purchase Price	Value as at Nov-12
Benches				
Play Area (1)				£625.00
Play Area (2)				£625.00
Village Hall (1)				£625.00
Village Hall (2)				£625.00
Outside Football Pavilion				£625.00
Recreation Ground (1)				£625.00
Recreation Ground (2)				£625.00
By Cricket Ground				£625.00
Recreation Ground (3)	Oct-12		£170.00	
Cheseridge Corner	Oct-12		£170.00	
		TOTAL	£340.00	£5,000.00
Picnic Tables				
Recreation Ground (1)				£150.00
Recreation Ground (2)				£150.00
		TOTAL		£300.00
5-Bar Gates				
Newbury Lane	Apr-13	IJ Agricultural Fencing	£397.50	
Allotments (2)				£140.00
Allotments (3)				£140.00
		TOTAL	£397.50	£280.00
Dog Waste Bins				
17 sited round village				£5,950.00
		TOTAL		£5,950.00

Litter Bins

By 43 Burrell Road				£387.50	
By 8 Burrell Road				£387.50	
By Noticeboard High Street				£387.50	
On Green at top of Manor Crescent				£387.50	
Recreation Ground near Pavilion	Jun-13	West Berkshire District Council	£429.00		
TOTAL				£429.00	£1,550.00

Salt Bins

Shepherds Mount				£150.00	
Newbury Lane				£150.00	
Shepherds Mount x4	Dec 19		£600.00		
Whitewalls Close	Dec-19		£150.00		
TOTAL				£750.00	£300.00

**COMPTON PARISH COUNCIL
STANDING ORDERS**

ADOPTED 4TH FEBRUARY 2019
MINUTE REFERENCE 18/19-191

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RULES OF DEBATE AT MEETINGS

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

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explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

DISORDERLY CONDUCT AT MEETINGS

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

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 gas or electricity or for the storage of goods or materials or for any other purpose and 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 given, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was given or the day of the meeting unless the meeting is convened at shorter notice.**
- 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 all or part 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 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(d) shall not exceed twelve minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a new question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to speak.

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 is open to the public. To “report” means to film, photograph, make an audio record 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 without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting if they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of a tie, he may exercise his casting vote whether or not he gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of any councillor, the voting on any question shall be recorded so as to show whether each councillor present gave his vote for or against that question. Such a request shall be made before moving on to the next item 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 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 in the Council's code of conduct in a matter being considered at a meeting is subject to statutory restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members 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 agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

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 5 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

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- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

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

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

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 six 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.

VOTING ON APPOINTMENTS

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

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 five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.

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

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.

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.**

DRAFT MINUTES

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

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

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

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken**
-
-

place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required 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 at the beginning of the meeting of the Council, or committee or sub-committee 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.**

CODE OF CONDUCT COMPLAINTS

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

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 five days before the meeting confirming his withdrawal

- of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (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 in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
 - 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*).

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.

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 andwhich 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.

FINANCIAL CONTROLS AND PROCUREMENT

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

orders of payments; and

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

extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council or 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 chairman of the staffing committee or, if he is not available, the vice-chairman (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 Council at its next meeting.
- c The chairman of the staffing committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the staffing committee or in his absence, the vice-chairman 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 the Clerk relates to the chairman or vice-chairman 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).

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.**

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

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.

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.**

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

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

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.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements,

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may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

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

Compton Parish Council

Financial Regulations 2019

Version number	1.0	Minute reference	19/20-138
Adopted by	Full Council	Review due	Annually
Date adopted	7 th October 2019	Review date	May 2020

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General

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

of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

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

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

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

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

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

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

1.14. In addition, the council must:

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

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by

the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

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

- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

Annual estimates (budget) and forward planning

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

Budgetary control and authority to spend

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services,

unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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.

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the 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 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Banking arrangements and authorisation of payments

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution

of the council. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the 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;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6 For each financial year the 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.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

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 two members 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 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.

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- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 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. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. The credit card

limit will be restricted to £1,500. Personal credit or debit cards of members or staff shall not be used under any circumstances.

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

Payment of salaries

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

Loans and investments

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- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the 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.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

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- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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.

Contracts

- 11.1 Procedures as to contracts are laid down as follows:
 - a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d 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

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

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

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above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

Payments under contracts for building or other construction works

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

Assets, properties and estates

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

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- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. 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.
- 13.6. 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.

Insurance

- 14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. 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.

Risk management

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

Suspension and revision of Financial Regulations

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

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

Compton Parish Council
Complaints Procedure
Adopted on 4th June 2018. Minute 18/19-040.

1. Compton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on *4th June 2018*, and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of West Berkshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of West Berkshire Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint as soon as possible. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Compton Parish Council

Address: Wilkins Centre
Burrell Road
Compton
Newbury
RG20 7LX

Telephone: 07585 047 057

Email: ComptonParish@gmail.com

The Chairman of Compton Parish Council

Address: 2 Superity Cottages
Churn Road
Compton
Newbury
RG20 7PR

Telephone: 07880 774 242

Email: david.aldis@btinternet.com

Information available from Compton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Noticeboard	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard	-
Location of main Council office and accessibility details	The Council does not have an office. All correspondence received via Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP	-
Staffing structure	The Clerk is the only employee.	-

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website	-
Finalised budget	Website	-
Precept	Website	-
Borrowing Approval letter	The Council has no borrowings.	-
Financial Standing Orders and Regulations	Website	-
Grants given and received	Website	-
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (see minutes of Annual Parish Meetings).	10p/sheet
Quality status	Not applied for.	-
Local charters drawn up in accordance with DCLG guidelines	There are none.	-

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Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard	-
Agendas of meetings (as above)	Website Noticeboard	-
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard	-
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	-
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Website (in minutes) and West Berkshire Council website	-
Bye-laws	There are none.	-

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Website Hard copy Website Website	- - 10p/sheet - -
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Website There are no recruitment policies. Vacancies will be advertised on the website. Website Website (part of Standing Orders)	10p/sheet - - - - - -
Information security policy	Website (part of Standing Orders)	-
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Website	-
Schedule of charges (for the publication of information)	As detailed in this schedule	-

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by appointment	-
Assets Register	Hard copy	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held.	-
Register of members' interests	West Berks Council website	-
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Website	-
Burial grounds and closed churchyards	Website	-
Community centres and village halls	The Parish Council does not own or run any such facilities.	-
Parks, playing fields and recreational facilities	Website	-
Seating, litter bins, clocks, memorials and lighting	Website	-
Bus shelters	Website	-
Markets	There are none.	-
Public conveniences	There are none.	-
Agency agreements	There are none.	-
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

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Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Please contact the Parish Clerk using the following details:

Compton Parish Council
 Wilkins Centre
 Burrell Road
 Compton
 Newbury
 RG20 6NP

Email: ComptonParish@gmail.com

Phone: 07748 591920

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

* the actual cost incurred by the public authority

MEDIA POLICY

Introduction

1. Compton Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk or, if unavailable, the Chairman.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be

given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

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

Compton Parish Council

Grant Allocation Policy

Version number	6.0	Minute reference	19/20-163
Adopted by	Full Council	Review due	Annually
Date adopted	4 th November 2019	Review date	May 2020

1. Compton Parish Council adopted the General Power of Competence at their meeting held on 2nd September 2019. The General Power of Competence remains in place until the next ordinary election, scheduled in May 2023. It is the General Power of Competence that will be used to provide grant funding until such a time that the Council assesses it no longer meets the criteria after an ordinary election.
2. Compton Parish Council shall include a budget line for grants each year. A maximum of 15% of the yearly grant budget can be awarded to any group, organisation or charity. Applicants should check the 'Grants' page on the Compton Parish Council website to obtain up-to-date information on this figure before applying.
3. The provision of grants will be divided into a Primary allocation and a Secondary allocation. The Primary allocation will be the larger percentage of 80% unless agreed otherwise by the Council when setting the Precept. The Secondary allocation will be the residual amount. The Primary allocation will be awarded to qualifying groups in October of each year unless otherwise adjusted at the Annual Meeting of the Parish Council (in May). The Secondary allocation will be used to support ad hoc requests from qualifying groups received after October and before the end of the precept year.
4. Financial grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the residents of the Parish of Compton. The Council will only provide funding to assist organisations that are not based in the Parish of Compton on a pro-rata basis for local residents using that service.
5. Grants will not be made to:
 - i. Applicants who have not completed the application form in full;
 - ii. Organisations that do not have a bank account, except where resident(s) of the Parish utilise Council Owned assets to provide a service to their locality (e.g. Street). In this case the resident(s) must provide a full breakdown of the intended expenditure with their application and include a full breakdown of income and expenditure of previous grants made by the Council (if any);
 - iii. Organisations or individuals that discriminate on the grounds of race, age, gender, disability, sexual orientation or religion;
 - iv. Private organisations operated as a business to make a profit or surplus;

- v. 'Upward Funders', i.e. local groups whose fund raising is sent to their central HQ for redistribution;
 - vi. Individuals;
 - vii. Organisations whose activities are statutorily funded.
6. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
 7. The Council will only consider grant applications in excess of the value of 15% of the yearly grant budget in exceptional circumstances where a significant and wide-ranging community benefit is clearly demonstrated in the application form.
 8. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
 9. The Council will not make grant funding on a retrospective basis.
 10. The Council give preference to organisations that have not received a grant from Compton Parish Council in the previous three financial years.
 11. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
 12. The Council (or an appointed committee) will scrutinise the applications and will agree the successful organisations and the amounts to be awarded. The Council will agree the grants to be awarded in the Primary Allocation at their October meeting. All applications for the Primary Allocation must be received by 15th September.
 13. Ad Hoc requests will be considered at normal monthly meetings using the same guidance and process as the Primary Allocation.
 14. The Council will use the following guidance in considering applications:
 - i. Provide opportunities in the village to save travel to other locations;
 - ii. Protect/enhance the AONB and environment;
 - iii. Protect/enhance the community of the Parish of Compton;
 - iv. Support the extension of services into the rural location;
 - v. Support activities across the age spectrum (e.g. Youth and Older generations);
 - vi. Sporting activities;
 - vii. Support specific projects rather than running costs;
 - viii. Start-up grants.
 15. Payments will be made to successful applicants after they have been approved at the next Full Council meeting following the one at which the application has been determined, e.g. applications approved at the October meeting will be approved at the November meeting.

Agenda Item 19(f)

16. Payments will normally be made by direct transfer to the organisation's bank account.
17. Any monies not allocated will be carried over to the following year and will added to the Grant figures for the new financial year.

Compton Parish Council

Grant Application Form

Name of organisation: _____

Address of organisation:

Contact name: _____

Position in organisation: _____

Contact email address: _____

Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of the Parish of Compton?

How many members do you have? _____

What percentage are residents of the Parish of Compton? _____

How much funding are you applying for? _____

Please note Compton Parish Council will only agree allocations over 15% of their yearly grant budget in exceptional circumstances that are clearly detailed below. Please check the grants page on our website to check what this figure is for the current financial year.

What is the total cost of your project? _____

If your application is for greater than 15% of the grants budget for the current financial year, please give full details of the exceptional circumstance related to your request.

Agenda Item 19(f)

Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on.

Please be aware that the Council do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Please provide details of the bank account that the grant should be paid into if approved.

Name on account: _____

Account number: _____

Sort code: _____

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), the Applicant Organisation and the individual completing this form agrees that Compton Parish Council will process and hold the information on this form only in relation to our grant application. We consent to the information supplied for this application, including any personal and organisation information, being stored manually and/or electronically as part of the Council's Public function as a Parish Council. It will be held securely and treated confidentially for 6 years after the financial year in which an application is made. We understand that it will only be accessed by authorised staff members to manage the grant application process.

We also understand that Compton Parish Council will publish the list of organisations who request grants and are successful in their request. Compton Parish Council may pass details onto an official organisation where required to do so by law or contract. We understand that my data will be disposed of securely 6 years after the application and that we have the right to correct the information at any time.

Declaration

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed (electronic signature acceptable): _____

Date: _____

Compton Parish Council

Training and Development Policy

Version number	1	Minute reference	19/20-139
Adopted by	Full Council	Review due	Annually
Date adopted	7 th October 2019	Review date	October 2020

1. Introduction

Compton Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training is required for new Councillors:

- 'The Knowledge'.

All Councillors may benefit from also attending:

- 'Core Skills' Parts 1 and 2.

Training on specific committee areas should be attended as required, for example:

- 'Basic Planning for Local Councillors' – all;
- 'The Planning Framework' – Planning Committee/all;
- 'The Council as an Employer' – Personnel Committee.

Further training can be attended for specific roles such as:

- Chairman/Vice-Chairman: 'Chairing Skills';
- Internal Controller: 'Local Council Finance for Councillors'.

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

Clerk

Annually, the Personnel Committee will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

4. Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses;
- Time to sit examinations;
- Study time of one day per examination (to be discussed and agreed by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

5. Record Keeping and Evaluation

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Training undertaken should be evaluated for effectiveness. Upon completing an external training session/course/workshop, the employee or councillor should complete a Training and Development Evaluation Form and return this to the Clerk. Report forms will be reviewed by the Personnel Committee and will help assess whether or not the training is suitable for another individual at a future date and help to ensure any key points taken from the training are learned and/or acted on.

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

Compton Parish Council

Training and Development Evaluation Form

Name:

Title of training activity:

Training provider:

Dates training undertaken and duration:

Objectives expected to be achieved:

1.

2.

3.

Outcomes and observations (What was achieved? What was not achieved?):

Follow up (What further action will be taken now?):

Reviewed by:

Date:

2020 Current Council/Staff Subscriptions:

Body	Last renewal	Subscription cost at last renewal
CPRE (Campaign to Protect Rural England)	May 2019	£ 36.00
CCB (Community Council for Berkshire)	October 2019	£ 32.00
SLCC (Society of Local Council Clerks)	February 2019	£ 99.67
BALC (Berkshire Association of Local Councils)	May 2019	£362.75

2020 Current Payments Made by Direct Debit:

Payee	Reason
Castle Water	Water at School Road allotments Water at Newbury Lane allotments
Information Commissioners' Office	Registration fee
SSE	Electricity for street lighting
Vodafone	Council mobile phone

Schedule of Meetings for 2012/21

Date of Meeting	Type of Meeting
1 st June 2020	Full Council
6 th July 2020	Full Council
No meeting scheduled for August	-
7 th September 2020	Full Council
5 th October 2020	Full Council
2 nd November 2020	Full Council
7 th December 2020	Full Council
11 th January 2021	Full Council
1 st February 2021	Full Council
1 st March 2021	Full Council
15 th March 2021	Annual Parish Meeting
5 th April 2021	Full Council
10 th May 2021	Annual Parish Council Meeting

Planning Committee and Personnel Committee Meetings to be scheduled when required.

Councillor Responsibilities and Representation on Outside Bodies

Role	Role Holder in 2019/20
Allotments	Mark Birtwistle
Downland Practice Patient Representation Group representative	Alison Strong
Electronic Documentation	Ian Tong
Flooding	Peter McGeehin
Footpaths	Alison Strong
GDPR	Ian Tong
Internal Controller	Ian Tong
Neighbourhood Action Group / Police Liaison	Linda Moss
Neighbourhood Development Plan	Dave Aldis Peter McGeehin
Parish Assets & Management Working Party	Mark Birtwistle Peter McGeehin Rebecca Pinfold Alison Strong
Play Area & Inspections	Rebecca Pinfold
Social Media	Rebecca Pinfold
Village Hall Representative	Ian Tong

Compton Parish Council **Finance Report 11th May 2020**

Status at bank at last bank reconciliation 31st March 2020

Unity Trust Current Account	£55,281.39
Unity Trust Deposit Account	£122,512.39
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£20.65
Lloyds Multipay Corporate Card	-£72.39
Total	£178,490.54

Income received 31st March - 3rd May 2020

Unity Trust	Current Account	Precept (First half)	£24,525.00
Unity Trust	Current Account	Allotment rent	£115.50
Total			£24,640.50

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
POCKIT	16-Apr-20	11	Pockit	Monthly fee		£0.99
POCKIT	29-Apr-20	12	Amazon	Stationery		£10.20
Total						£11.19

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
CC	13-Apr-20	13	Microsoft	Monthly fee		£59.99
CC	24-Apr-20	14	Microsoft	Refund of 365 subscription		-£59.99
CC	01-May-20	15	Zoom	Monthly fee for video conferencing service		£14.39
Total						£14.39

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	14-Apr-20	16	Southern Electric	Electricity Q4		£1,219.39
DD	20-Apr-20	17	Vodafone	Mobile phone monthly fee		£15.75
BACS	06-May-20	18	Clerk	Salary/expenses Apr		£1,063.23
BACS	11-May-20	19	HMRC	PAYE		£169.99
BACS	11-May-20	20	Berks Pension Fund	Pension contributions Apr		£321.22
BACS	11-May-20	21	West Berkshire Council	Compilations Dec/Jan		£501.84
BACS	06-Apr-20	22	AD Clark	Grounds maintenance April		£669.00
BACS	06-Apr-20	23	West Berkshire Council	Compilations Apr/May		£365.93

Agenda Item 26(a)

BACS	06-Apr-20	24	West Berkshire Council	Uncontested election fee from 2019 elections		£75.00
					Total	£4,401.35

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	07-Apr-20	25	HSBC (account closure)	Unity Current	-	£748.50
DD	16-Apr-20	26	Unity Current	Lloyds Multipay Corporate Card	-	£75.39
					Total	£823.89

Date: 01/04/2020

Compton Parish Council Current Year

Page 1

Time: 14:46

Bank Reconciliation Statement as at 31/03/2020
for Cashbook 1 - Unity Current A/C

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current	31/03/2020	81	55,281.39
			<u>55,281.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,281.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,281.39
		Balance per Cash Book is :-	55,281.39
		Difference is :-	0.00

Date: 01/04/2020

Compton Parish Council Current Year

Page 1

Time: 14:52

Bank Reconciliation Statement as at 31/03/2020
for Cashbook 2 - Unity Deposit A/C

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Deposit	31/03/2020	67	122,512.39
			<u>122,512.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,512.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,512.39
		Balance per Cash Book is :-	122,512.39
		Difference is :-	0.00

Date: 22/04/2020	Compton Parish Council Current Year	Page 1
Time: 15:34	Bank Reconciliation Statement as at 31/03/2020 for Cashbook 3 - HSBC Current A/C	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current	31/03/2020	490	748.50
			<hr/> 748.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			748.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			748.50
		Balance per Cash Book is :-	748.50
		Difference is :-	0.00

Date: 01/04/2020

Compton Parish Council Current Year

Page 1

Time: 15:14

Bank Reconciliation Statement as at 31/03/2020
for Cashbook 5 - Pockit Pre-Paid Debit Card

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pockit Pre-paid Debit Card	31/03/2020		20.65
			<hr/> 20.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			20.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			20.65
		Balance per Cash Book is :-	20.65
		Difference is :-	0.00

Date: 22/04/2020	Compton Parish Council Current Year	Page 1
Time: 15:56	Bank Reconciliation Statement as at 31/03/2020 for Cashbook 6 - Lloyds Corporate Card	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Corporate Card	29/02/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	-72.39
		Difference is :-	72.39

Compton Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2020

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2020 Unity Bank Current	55,281.39
2	31/03/2020 Unity Bank Deposit	122,512.39
3	31/03/2020 HSBC Current	748.50
4	30/09/2016 Alto prepaid debit card	0.00
5	31/03/2020 Pockit Pre-paid Debit Card	20.65
6	31/03/2020 Lloyds Corporate Card	-72.39
		178,490.54
<u>Other Cash & Bank Balances</u>		
	Cash Book Suspense	0.00
		0.00
		178,490.54
<u>Receipts not on Bank Statement</u>		
0	31/03/2020 All Receipts Cleared	0.00
		0.00
<u>Closing Balance</u>		178,490.54
<u>All Cash & Bank Accounts</u>		
	Alto Pre-Paid Debit Card	0.00
	HSBC Current A/C	748.50
	Lloyds Corporate Card	-72.39
	Pockit Pre-Paid Debit Card	20.65
	Unity Current A/C	55,281.39
	Unity Deposit A/C	122,512.39
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	178,490.54

28/04/2020

Compton Parish Council 2019/2020

Page 1

16:02

Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Administration						
1060 Interest	490	250	(240)			196.1%
1076 Precept	45,850	45,850	0			100.0%
1081 CIL	27,562	0	(27,562)			0.0%
1085 VAT Refund	3,467	3,000	(467)			115.6%
1090 Grants	3,000	0	(3,000)			0.0%
1150 Village Hall Loan Repayment	480	480	0			100.0%
1155 Scout Hall Loan Repayment	750	150	(600)			500.0%
Administration :- Receipts	81,599	49,730	(31,869)			164.1%
4000 Staff Salaries/PAYE/NI/Pension	12,265	10,000	(2,265)		(2,265)	122.6%
4005 Staff Costs	909	200	(709)		(709)	454.6%
4010 Office	720	720	0		0	100.0%
4050 Office Supplies	161	150	(11)		(11)	107.4%
4052 Mobile Phone	151	150	(1)		(1)	100.4%
4055 Website Development	0	20	20		20	0.0%
4058 Bank Charges	135	72	(63)		(63)	187.4%
4060 Subscriptions	565	500	(65)		(65)	113.1%
4062 Software Fees	285	350	65		65	81.5%
4065 Insurance	1,704	1,750	46		46	97.4%
4068 Election Fees	0	750	750		750	0.0%
4070 Audit Fees	790	350	(440)		(440)	225.7%
4075 Chairmans Allowance	70	200	130		130	34.8%
4085 Training	235	500	265		265	47.0%
4090 Other Expenses	8	1,000	992		992	0.8%
4100 Meeting Rental	402	600	198		198	67.0%
Administration :- Indirect Payments	18,400	17,312	(1,088)	0	(1,088)	106.3%
Net Receipts over Payments	63,199	32,418	(30,781)			
6001 less Transfer to EMR	27,562					
Movement to/(from) Gen Reserve	35,637					
110 Events						
4130 Christmas Events	114	200	86		86	57.0%
4132 Xmas Day Lunch Room Hire	0	50	50		50	0.0%
Events :- Indirect Payments	114	250	136	0	136	45.6%
Net Payments	(114)	(250)	(136)			

Continued over page

28/04/2020

Compton Parish Council 2019/2020

Page 2

16:02

Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Grounds Maintenance						
4150 Grounds Maintenance	4,970	5,000	30		30	99.4%
Grounds Maintenance :- Indirect Payments	4,970	5,000	30	0	30	99.4%
Net Payments	(4,970)	(5,000)	(30)			
130 Allotments						
1100 Allotment Rent - Newbury Lane	533	300	(233)			177.7%
1105 Allotment Rent - School Road	227	300	74			75.5%
Allotments :- Receipts	760	600	(160)			126.6%
4200 Newbury Lane Expenses	248	200	(48)		(48)	123.9%
4205 Newbury Lane Capital	0	200	200		200	0.0%
4210 School Road Expenses	493	300	(193)		(193)	164.3%
4215 School Road Capital	0	350	350		350	0.0%
Allotments :- Indirect Payments	741	1,050	309	0	309	70.5%
Net Receipts over Payments	19	(450)	(469)			
140 Village Scene						
1170 Football Clubs	0	100	100			0.0%
Village Scene :- Receipts	0	100	100			0.0%
4305 Recreation Ground	275	1,000	725		725	27.5%
4308 Play Equipment Maintenance	104	2,500	2,397		2,397	4.1%
4310 Sports Pavilion Maintenance	96	200	104		104	48.1%
4311 Sports Pavilion Running Costs	216	0	(216)		(216)	0.0%
4312 Tree Works	0	750	750		750	0.0%
4315 Litter/dog Bins	427	750	323		323	57.0%
4325 War Memorial Maintenance	0	220	220		220	0.0%
Village Scene :- Indirect Payments	1,118	5,420	4,302	0	4,302	20.6%
Net Receipts over Payments	(1,118)	(5,320)	(4,202)			
150 Compilations						
1160 Compilations (Inc)	2,459	2,500	41			98.4%
Compilations :- Receipts	2,459	2,500	41			98.4%
4350 Compilations (Exp)	2,007	3,650	1,643		1,643	55.0%
Compilations :- Indirect Payments	2,007	3,650	1,643	0	1,643	55.0%
Net Receipts over Payments	452	(1,150)	(1,602)			

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Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>160 Grants</u>						
4370 Grants (GPC)	1,883	1,900	17		17	99.1%
Grants :- Indirect Payments	1,883	1,900	17	0	17	99.1%
Net Payments	(1,883)	(1,900)	(17)			
<u>170 Street Lighting</u>						
4400 Electricity	3,475	3,500	25		25	99.3%
4405 Routine Maintenance	1,211	2,000	789		789	60.5%
4410 Chargeable Repairs	548	400	(148)		(148)	137.0%
4415 Street Light Replacement	0	3,000	3,000		3,000	0.0%
Street Lighting :- Indirect Payments	5,233	8,900	3,667	0	3,667	58.8%
Net Payments	(5,233)	(8,900)	(3,667)			
<u>180 Reserves</u>						
4500 Reserves	3,410	2,000	(1,410)		(1,410)	170.5%
Reserves :- Indirect Payments	3,410	2,000	(1,410)	0	(1,410)	170.5%
Net Payments	(3,410)	(2,000)	1,410			
<u>190 Cemetery</u>						
4600 Burial Ground	2,756	5,000	2,244		2,244	55.1%
Cemetery :- Indirect Payments	2,756	5,000	2,244	0	2,244	55.1%
Net Payments	(2,756)	(5,000)	(2,244)			
<u>200 Professional Advice</u>						
4700 Professional Advice	0	2,000	2,000		2,000	0.0%
Professional Advice :- Indirect Payments	0	2,000	2,000	0	2,000	0.0%
Net Payments	0	(2,000)	(2,000)			
<u>210 Neighbourhood Development Plan</u>						
1180 NDP Funding	0	3,000	3,000			0.0%
Neighbourhood Development Plan :- Receipts	0	3,000	3,000			0.0%
4650 Neighbourhood Development Plan	1,908	3,000	1,092		1,092	63.6%
Neighbourhood Development Plan :- Indirect Payments	1,908	3,000	1,092	0	1,092	63.6%
Net Receipts over Payments	(1,908)	0	1,908			

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Compton Parish Council 2019/2020

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Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>999 VAT Data</u>						
515 VAT on Payments	2,448	4,000	1,552		1,552	61.2%
VAT Data :- Indirect Payments	<u>2,448</u>	<u>4,000</u>	<u>1,552</u>	<u>0</u>	<u>1,552</u>	<u>61.2%</u>
Net Payments	<u>(2,448)</u>	<u>(4,000)</u>	<u>(1,552)</u>			
Grand Totals:- Receipts	84,818	55,930	(28,888)			151.7%
Payments	44,988	59,482	14,494	0	14,494	75.6%
Net Receipts over Payments	<u>39,830</u>	<u>(3,552)</u>	<u>(43,382)</u>			
less Transfer to EMR	27,562					
Movement to/(from) Gen Reserve	<u>12,268</u>					

Correspondence List – Council Meeting on 11th May 2020

Training/events		Please advise the Clerk if you wish to attend			
	Event	Run By	Date and Time	Venue	Cost
A1	District Parish Conference	WBC	Tue 20 th Oct 6-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-

For information, comment or inclusion in a future agenda

	Document	From
B1	Notification that the interest rate on the savings account has been reduced to 0.00% due to the Bank of England reducing the base rate to 0.25%.	Unity Trust Bank