

# FLETCHING PARISH COUNCIL

Clerk: Gabriella Paterson-Griggs

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Website [www.fletching-pc.org](http://www.fletching-pc.org)



8<sup>th</sup> May 2024

\*\*\*\*\*THIS MEETING IS TAKING PLACE IN THE CHURCH\*\*\*\*\*

## FLETCHING PARISH COUNCIL MEETING - Monday 13<sup>th</sup> May 2024

To Members of the Fletching Parish Council: You are summoned to attend a meeting of Fletching Parish Council on Monday 13<sup>th</sup> May 2024, 7.30pm at the Pavilion, Fletching Recreation Ground. [The Church](#)  
Signed: *Gabriella Paterson-Griggs*, Clerk and RFO

### Public Questions

*The first ten minutes, before the start of the meeting, are available for public participation. Members of the public may ask questions or make representations, in respect of the business on the agenda. They may only speak at other points during the meeting, at the Chairman's discretion, if they have knowledge or information that will aid the discussion.*

This meeting may be audio recorded for the purpose of minute taking

### AGENDA

#### 1. ELECTION OF CHAIRMAN

- i. To elect the Chairman of Fletching Parish Council for the forthcoming year
- ii. The Chairman to sign the Declaration of Acceptance of Office

#### 2. ELECTION OF VICE-CHAIRMAN

- i. To elect the Vice-Chairman of Fletching Parish Council for the forthcoming year
- ii. The Vice-Chairman to sign the Declaration of Acceptance of Office

#### 3. APOLOGIES

Apologies for absence as reported at the meeting. [Cllrs Coleman and Galley](#)

#### 4. DECLARATIONS OF INTEREST

To receive Declarations of Interest in respect of items on the agenda, as required by the Members' Code of Conduct.

#### 5. MINUTES

To resolve that the minutes of the meetings held on 8<sup>th</sup> April 2024 as circulated on the agenda are confirmed as a correct record and signed by the Chairman. [Attached](#)

#### 6. MATTERS ARISING

Update on any matters arising from the last meeting not covered elsewhere on the agenda. To note any action taken or agree further action to be taken. [Action log attached](#)

#### 7. COUNCILLOR RESPONSIBILITIES AND APPOINTMENTS TO WORKING GROUPS AND EXTERNAL BODIES

To appoint Members to individual areas of responsibility, working groups and as representatives on external bodies. [Current list attached](#)

#### 8. STANDING ORDERS and REGULATIONS

To review and adopt the following:

- i. Standing Orders – [Attached \(only change is procurement threshold increase in line with legislation\)](#)
- ii. Financial Regulations – [these are the new regulations that have just been published by NALC](#)
- iii. Code of Conduct - [Attached](#)

#### 9. REPORT FROM COUNTY COUNCILLOR

To receive a report from the County Councillor Roy Galley. – [monthly report attached](#)

#### 10. REPORT FROM DISTRICT COUNCILLOR

To receive a report from District Councillor Christina Coleman.

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## 11. WORKING GROUPS / EXTERNAL GROUPS

To receive reports/updates from the Working Groups and External Bodies:

- i. Neighbourhood Plan Working Group – Councillor Hannay – [verbal update](#)
- ii. Fletching Recreation Ground Committee – Clerk – [verbal update](#)

## 12. CORRESPONDENCE RECEIVED

To note any correspondence received since the last meeting and agreed any actions arising.

- i. *Fletching Cricket Club* - request for additional grass cutting on verge next to recreation ground – [see attached](#)

## 13. FINANCE AND ASSETS

- i. To agree the Asset Register for Fletching Parish Council - [attached](#)
- ii. To agree the FPC Risk Assessment and Management Document - [attached](#)
- iii. To agree subscriptions and direct debits to other bodies - [attached](#)
- iv. To agree banking arrangements for the year and confirm nominated signatories - [attached](#)
- v. To note the agreed precept and budget outturn for 2023/24 - [attached](#)
- vi. To approve the arrangements for insurance cover and agree the payment of the premium - [attached](#)
- vii. To approve the invoices and payments for May 2024 and note the Council's current financial position and bank reconciliation. - [attached](#)

## 14. GRANT APPLICATION

To consider a grant application from:

- i. Fletching Bonfire Society - [attached](#)

## 15. BURIAL GROUND

- i. To approve any requests or permits for the Burial Ground. – [none received](#)

## PLANNING AND LICENSING

### 16. ENFORCEMENT – PLANNING AND DRAINAGE

To discuss any issues/updates raised related to suspected breaches of planning or other regulations.

- i. **Flitteridge Farm, Daleham Lane** – update
- ii. **Lay-by opposite Piltdown Service Station** - update

### 17. PLANNING APPLICATIONS - RECEIVED

To agree comments to be submitted to Wealden District Council for the following applications:

- i. **WD/2024/0348/F Moons Farm, Sharpsbridge Lane, Piltdown TN22 3XG**  
Construction of 20m x 40m equestrian arena, stable block comprising 5 no. stables and hardstanding. (Comments to be submitted by 14 May 2024)
- ii. **WD/2024/0629/F Little Wild, Sharpsbridge Lane, Piltdown TN22 3XG**  
Conversion of former pool house to dwellinghouse with associated extension and biodiversity enhancement. (Comments to be submitted by 20 May 2024)
- iii. **WD/2024/0726/F Woolpack Farm Barn, Bell Lane, Fletching TN22 3YB**  
Single storey extension to link existing dwelling with existing barns to increase habitable accommodation of main dwelling together with fenestration alterations and addition of 4 x rooflights. (Comments to be submitted by 15 May 2024)
- iv. **WD/2024/0917/F + 0918/LB Moons Farm, Sharpsbridge Lane, Piltdown TN22 3XG**  
Conversion of parts of outbuildings to ancillary living accommodation, installation of solar panels, replacement of oil tank and associated work. (Comments to be submitted by 17 May 2024)
- v. **WD/2024/0929/FA North Hall Shooting Club, North Hall Lane, Fletching TN22 3SA**

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Variation of condition 2 of WD/2005/2619/FR to enable the clubhouse to also be used for Northall CPC meetings, training courses accredited by the CPSA and BASC, first aid training and occasionally for local community and charity events. (Comments to be submitted by 21 May 2024)

## 18. PLANNING APPLICATIONS - DECISIONS

To note the planning application decisions from Wealden District Council received since the last meeting(s):

### *Applications Approved*

- i. **WD/2024/0218/F North Hall Shooting Club, North Hall Lane, Fletching TN22 3SA**  
Metal storage building. (APPROVED 9 April 2024)
- ii. **WD/2024/0393/F Roselands, Goldbridge Road, Piltdown TN22 3XL**  
Make temporary access used during construction of the new dwelling permanent and associated works. (APPROVED 7 May 2024)
- iii. **WD/2024/0504/PO Moons Farm, Sharpsbridge Lane, Piltdown TN22 3XG**  
Discharge of s106 Agreement attached to planning permission WD/1995/0915/F (conversion of redundant granary to provide ancillary accommodation). (S106 Agreement REVOCATED 30 April 2024)

*Applications Refused* – none since the last meeting

### *Applications Withdrawn*

- i. **WD/2023/3456/LB Trading Boundaries, Sheffield Green, Sheffield Park TN22 3RB**  
Minor internal alterations to the first floor involving removal of two non-load bearing partition walls which form a corridor and separate the current staff kitchen and office. (WITHDRAWN 16 April 2024)
- ii. **WD/2024/0230/F The Flying Engine, Mill Lane, Fletching TN22 3PY**  
Mounting of 3KW solar array to south facing slope of existing detached double garage. (WITHDRAWN 9 April 2024)

## 19. ITEMS FOR THE PARISH MAGAZINE

To agree any items to be included in future editions of the Parish Magazine

## 20. AGENDA ITEMS FOR FUTURE MEETINGS

To discuss and note any future agenda items

## 21. TIME AND DATE OF THE NEXT MEETING

To agree the time and dates of the next meetings of the Parish Council – [next meeting Monday 10<sup>th</sup> June 2024 at 7.30pm](#)

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**MINUTES** of the Meeting of **FLETCHING PARISH COUNCIL** held on Monday 8<sup>th</sup> April 2024 in the Village Hall, High Street, Fletching (7.05 – 8.38pm).

PRESENT: Councillors R Hannay (Chair), D Greenish (Vice-Chair), N Collum, K Minch and L Snelgrove.

Also in attendance: Gabriella Paterson-Griggs (Clerk and RFO), Councillors Christina Coleman (WDC) and Roy Galley (ESCC).

Members of the Public in Attendance: 16

APOLOGIES: Apologies for absence were received from Councillors R Borton and S De St Croix. Apologies were also received from Councillors Abraham and Constantinou (these were not given at the meeting as the emails to the Clerk were not seen until after the meeting).

## **24/61. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **24/62. MINUTES OF THE LAST MEETING**

It was **RESOLVED** that the minutes of the last meeting held on 4<sup>th</sup> March 2024 were a correct record and were duly signed by the Chairman.

## **24/63. MATTERS ARISING**

The Actions List as prepared and circulated by the Clerk was noted.

## **24/64. WEALDEN DC – REGULATION 18 DRAFT LOCAL PLAN CONSULTATION**

The Chairman invited Hugh Bullock to give a presentation to the Parish Council, on behalf of SABRE, on the draft local plan consultation with particular regard to the Ashdown Business Park and Owlsbury sites. Clarification was given by the landowner as to the inclusion of additional land into the Ashdown Business Park site as defined in the draft local plan. Everyone was encouraged to respond to the consultation with positives as well as negatives.

The draft response from the Parish Council had been circulated to councillors prior to the meeting. This was approved and it was agreed that delegated authority be given to Councillors Greenish and Hannay to finalise the response before its submission to Wealden by the 10 May deadline.

**RESOLVED to give delegated authority to Councillors Greenish and Hannay to finalise the draft response to the Regulation 18 Draft Local Plan Consultation prior to its submission to Wealden DC.**

## **24/65. PLANNING APPLICATION – RECEIVED**

The following application was discussed. See Minute 24/74(v) below for further information.

WD/2024/7013/AD Agricultural Land at Rocks Road, Uckfield, TN22 3PT

## **24/66. REPORT FROM COUNTY COUNCILLOR GALLEY**

Councillor Galley explained that he had just returned from leave and had nothing to report.

## **24/67. REPORT FROM DISTRICT COUNCILLOR CHRISTINA COLEMAN**

Councillor Coleman encouraged everyone to respond to the Draft Local Plan Consultation and stated that she was supportive of the publication that had been put out by SABRE.

Councillor Coleman highlighted the following items:

- Change to bin collection day – letters had been sent out to all those properties affected by the change of day.
- Climate Change survey – Wealden had launched a survey to gather residents' opinions on climate change across the District in order to create a new Climate Change Strategy and Action Plan.

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- Community Orchards – funding had been received from the Government through the Coronation Living Heritage Fund to support tree planting projects. Grants could be applied for to plant trees to create an orchard.
- Let's Talk Wealden – an area on Wealden's website where the latest proposals for the area are listed and where the community can ask questions and tell the council what they think.

## 24/68. WORKING GROUPS / EXTERNAL GROUPS

- Neighbourhood Plan*: Councillor Hannay reported that quotes had been requested from consultants in respect of the next phase of the Neighbourhood Plan. One response had been received which was very comprehensive. It was noted that the first stage would be for the consultants to meet with the Neighbourhood Plan Steering Group and visit the Parish. It was confirmed that an application would be made for grant funding as soon as it became available.
- Fletching Recreation Ground Committee (FRGC)*: The Clerk reported that the pavilion refurbishment was going well and was due to be completed at the start of the cricket season. It was noted that the project was within budget.

## 24/69. CORRESPONDENCE RECEIVED

- Wealden DC – Community Orchard Funding Opportunities*: A media release from Wealden DC in respect of Community Orchard Funding was circulated to councillors prior to the meeting. The Clerk explained that to be eligible for funding a minimum of five trees had to be planted with each one 4-5 metres from the next. It was agreed that there was no land in the Parish ownership where this could be accommodated.
- Suspected pollution from commercial premises* – the issues being experienced by a property in Shortbridge Road were reported and it was noted that the Environment Agency had been contacted and a case reference number given. Councillor Galley had also taken the issues up with East Sussex Highways and Councillor Coleman had contacted Environmental Health at Wealden. Both Councillors would keep the residents informed of any progress.

## 24/70. FINANCE AND ASSETS

- The invoices and payments for April 2024 were **AUTHORISED** and the Council's current financial position and bank reconciliation were noted.

## 24/71. BURIAL GROUND

- Two requests for additional inscriptions onto existing memorials had been received and circulated to councillors since the last meeting. It was **AGREED** that the applications as set out below be permitted:
  - F Wattam
  - M Randle

## 24/72. POLICIES

The following Policies were **APPROVED**:

- Complaints Policy and Procedure
- Grievance Policy
- Sickness and Absence Policy
- Social Media and Electronics Communications Policy

## 24/73. ENFORCEMENT – PLANNING

- Flitteridge Farm*: The Clerk gave an update from the Wealden Planning Enforcement Officer.

## 24/74. PLANNING APPLICATIONS - RECEIVED

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It was **RESOLVED** to make the comments as set out after each application in respect of the following:

i. **WD/2023/3115/F Wilmshurst, Bell Lane, Fletching TN22 3YB**

Part single, part two-storey front extension, new canopy to proposed new entrance, material face lift to existing office with terrace above. A glazed link addition linking the main dwelling to existing barn and a single side storey extension to barn with material alterations, with change of use of barn to form part of dwelling. An outdoor swimming pool addition with associated hard landscaping and external works.

*The site is located within an Area of Outstanding Natural Beauty and is surrounded by an Ancient Woodland. It is not listed nor located within a conservation area. The existing property is a detached two storey dwelling house located alongside (but currently detached from) a single storey barn which comprises ancillary accommodation to the main house (a large reception room and bedroom with en-suite bathroom).*

*The house stands in a large plot and is not visible from either the road or any neighbouring properties. The Parish Council considers that these proposals, including linking the ancillary accommodation in the barn with the main house, will improve both the design and layout of the house and considers that removing a number of unsightly extensions and outbuildings will be beneficial, The Parish Council believes that there will be no adverse impact on either the AONB or the Ancient Woodland. The Parish Council therefore **SUPPORTS** the application.*

ii. **WD/2024/0075/F Barkham Farm, Goldbridge Road, Piltdown TN22 3XL**

Proposed vehicular access and driveway to serve dwelling and adjoining agricultural land, with existing access remodelled to provide access for pedestrians/cyclists only..

*This is an application to close the existing vehicle access on to the A272 (which would become a pedestrian/bicycle access only) and move it approx. 45m east of the existing access. The Parish Council agrees that the new access will be better and safer placed and notes that it is supported by the highway authority. The Parish Council therefore **SUPPORTS** the application. Since the new access is over common land, before commencing any work, the applicant will need to obtain (as is acknowledged) consent under Section 38 of the Commons Act 2006.*

iii. **WD/2024/0393/F Roselands, Goldbridge Road, Piltdown TN22 3XL**

Make temporary access used during construction of the new dwelling permanent and associated works.

*This application relates to the retention of the access used to the site from the A272 to become a permanent access on completion of the construction. The Parish Council **SUPPORTS** the application on the basis that (i) the new access meets all the requirements of East Sussex County Council Highways department (ii) approval of access surface (iii) installation of appropriate drainage (the access was flooded on our inspection) and (iv) use of the access to be restricted to occupiers of and visitors to Roselands only.*

iv. **WD/2024/0505/PO Moons Farm, Sharpsbridge Lane, Piltdown TN22 3XG**

Discharge of section 106 agreement dated 20 March 1996 attached to planning permission WD/1995/0915/F (conversion of redundant granary to provide ancillary accommodation).

*The basis of the application is that the terms of the Section 106 Agreement dated 20<sup>th</sup> March 1996 have been made redundant by the terms of the planning consent dated 18<sup>th</sup> January 2024 (WD/2023/2872/FA). That would appear to be the case and as such the Parish Council has **NO OBJECTION** to the application.*

v. **WD/2024/7013/AD Agricultural land at Rocks Road, Uckfield TN22 3PT**

Upgrading of existing track to provide access to paddocks to be used for keeping rare breeds.

*It was noted that the Parish Council was not a formal consultee for this agricultural determination application but it was agreed that a response be formulated by the Planning Group setting out the*

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*Council's view that there was no existing agricultural use on the site and supporting the comments that had already been submitted by the Copwood Neighbourhood Group. This was in line with the information provided by the Planning Officer as to what was taken into account when making a decision on this type of application.*

## 24/75. PLANNING APPLICATIONS – APPEALS

- i. **APP/C1435/Y/23/3332131 (WD/2023/2033/LB) 17 The Courtyard, South Pavilion, Sheffield Park**

Proposed windows and door replacement.

*It was agreed that no further comments would be made on this appeal.*

## 24/76. PLANNING APPLICATIONS - DECISIONS

Planning decisions **RECEIVED** from Wealden District Council since the last meeting:

*Applications Approved*

- i. **WD/2023/3008/LB 2 The Griffin, High Street, Fletching TN22 3SS**

Alterations to basement drainage. (APPROVED 6 March 2024)

*Applications Refused* – none since the last meeting

*Applications Withdrawn* – none since the last meeting

## 24/77. ITEMS FOR THE PARISH MAGAZINE

It was agreed that the following items be included for the next edition of the Parish Magazine:

- Draft Local Plan Consultation – deadline reminder
- Annual Parish Meeting
- Grass and verge cutting

## 24/78. ANNUAL PARISH MEETING

It was **AGREED** that at the annual parish meeting there would be a presentation on the draft local plan consultation as well as a look back at the past year and what was being proposed in the new year.

## 24/79. AGENDA ITEMS FOR FUTURE MEETINGS

- Replacement litter bins

It was requested that Councillors contact the Clerk with any other items they wish to be considered at the next meeting.

## 24/80. TIME AND DATE OF NEXT MEETINGS

It was **AGREED** that from the next meeting the Parish Council would meet on the 2<sup>nd</sup> Monday of each month at 7.30pm in the Pavilion on the Recreation Ground. The dates for the remainder of the year are as follows:

13<sup>th</sup> May  
10<sup>th</sup> June  
8<sup>th</sup> July  
9<sup>th</sup> September (there is no meeting held in August)  
14<sup>th</sup> October  
11<sup>th</sup> November  
9<sup>th</sup> December

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## FPC Meetings Actions List 2024

Date	Action	Who By	Notes
08/01/24	Invite PCSO Leon Greck to future FPC meeting	Clerk	Ongoing: email invite sent.
05/02/24	CIL Funds: obtain quotes for path in burial ground; replacement public litter bins; new handrail beside village hall	RH & Clerk	Public litter bins: information received from WDC. Decision to be made as to type of bin.
04/03/24	Public Litter Bins: ascertain from Wealden DC availability and costs of wooden bins of similar size to existing with tops.	Clerk	Ongoing. Meeting set up with WDC for 12 April. Met with WDC on 01/05/24. Further decisions to be made by FPC.
04/03/24	Fletching Garage Planning Application: A parish representative to be registered to speak at the appropriate PCN meeting.	Clerk	Ongoing. Application withdrawn from PCN on 28 March. Awaiting new date.
04/03/24	Resilience Plan: Identify team members from each area of the Parish and add in any additional resources to Appendix D	KM & Clerk	Ongoing. Due to go to June FPC
08/04/24	Submit Regulation 18 Draft Local Plan Consultation to Wealden District Council by 10 May deadline.	DG/RH & Clerk	Completed. Submitted on 9/5/24
08/04/24	Notify all Councillors of the change of dates and time of FPC meetings from May 2024 onwards.	Clerk	Completed.



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## Councillor Roles and Responsibilities

Set out below are the appointments to the working groups, individual councillor responsibilities and external body appointments for 2023/24.

Area of Responsibility	Areas Covered	Requirement	Nomination
Assets	<ul style="list-style-type: none"> <li>All assets owned by the Parish Council eg. Pump House, Splaynes Green Phone Box, Benches, War Memorial</li> </ul>	Work with the Clerk keep the Asset Register updated. Ensure assets are properly maintained and kept in good order.	Cllr Damian Greenish Cllr Sally De St Croix
Burial Ground and Green Spaces	<ul style="list-style-type: none"> <li>Burial Ground / Commons</li> <li>Grass Cutting</li> <li>Street Cleaning</li> </ul>	Liaise with Clerk over burials – marking out graves for interment. Grounds maintenance incl. grass cutting, tree and hedge management.	Cllr Richard Hannay Cllr Kate Minch Cllr Noel Collum
Community Safety	<ul style="list-style-type: none"> <li>CSAG/Police Focus Group</li> <li>Road Safety/Speed Watch</li> <li>Emergency Services</li> <li>FPC Emergency Plan</li> </ul>	Attend Police Focus Group with Clerk Liaison with speed watch group Oversee FPC emergency response	Cllr Kate Minch Cllr Amanda Abraham
Finance	<ul style="list-style-type: none"> <li>Budget / Precept / Grants</li> <li>Grants / Insurance</li> </ul>	Work with the RFO to develop and manage budget and finances.	Cllr Richard Hannay Cllr Sally De St Croix
Health and Community Services	<ul style="list-style-type: none"> <li>NHS / Adult Social Care / Activities for the elderly</li> <li>Transport</li> </ul>	To provide councillor liaison as and when required	Cllr Kate Minch
Highways	<ul style="list-style-type: none"> <li>Roads / Potholes / Verges / Pavements / Flooding / Drainage / Signs / Footpaths / Fingerposts</li> </ul>	Attendance with Clerk at SLR (or equivalent meetings). Investigate issues raised by FPC	Cllr Leighton Snelgrove Cllr Amanda Abrahams
Planning Group	<ul style="list-style-type: none"> <li>Planning applications received from Wealden District Council for comment</li> </ul>	To recommend to the full FPC a response to each planning application. Outside of ordinary FPC meeting dates – to agree FPC response to planning applications. To comply with the FPC Planning Code of Conduct when reviewing applications	Cllr Noel Collum Cllr Damian Greenish Cllr Ross Borton Cllr Leighton Snelgrove

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Area of Responsibility	Areas Covered	Requirement	Nomination
Staffing	<ul style="list-style-type: none"> <li>Pay / Performance Review</li> <li>Recruitment</li> </ul>	To manage the employment of and recruitment of the Clerk and RFO	Cllr Richard Hannay Cllr Damian Greenish
Fletching School Liaison	<ul style="list-style-type: none"> <li>Liaison with the school</li> </ul>	To act as the liaison between the Parish Council and the school	Cllr Richard Hannay
<b>Working Groups*</b>			
Neighbourhood Plan Steering Group	<ul style="list-style-type: none"> <li>Setting up the Neighbourhood Plan process for the parish</li> </ul>	To attend meetings of the steering group and get involved in the various aspects of putting together a neighbourhood plan	Cllr Richard Hannay Cllr Damian Greenish Cllr Leighton Snelgrove Cllr Sally De St Croix 3 parishioners
Fletching Historical Group	<ul style="list-style-type: none"> <li>Partnership between the Church, Parish Council and School</li> </ul>	To attend meetings and agree use of Parish Council's photo exhibition boards where appropriate.	Cllr Richard Hannay Gabriella Paterson-Griggs
Parking Working Group	<ul style="list-style-type: none"> <li>Improvement to parking issues in the village of Fletching</li> </ul>	To attend Working Group meetings and make recommendations to the FPC	Cllr Ross Borton Cllr Amanda Abraham
<b>External Bodies</b>			
Ashdown Forest Conservators Parish Liaison Group	<ul style="list-style-type: none"> <li>Partnership meeting between Conservators and parish councils</li> </ul>	To attend Liaison Group meetings and report back to the FPC	Cllr Kate Minch Cllr Leighton Snelgrove
Community Safety Action Group (Uckfield Cluster) <b>Note: This has been paused currently by Sussex Police</b>	<ul style="list-style-type: none"> <li>Partnership meeting between Police and Parish/Town Councils</li> </ul>	To attend CSAG meetings and report back to the FPC	Cllr Kate Minch
East Sussex Association of Local Councils (ESALC)	<ul style="list-style-type: none"> <li>Association of Town and Parish Councils in East Sussex</li> </ul>	To attend and vote at the ESALC AGM and report back to the FPC	Cllr Richard Hannay Gabriella Paterson-Griggs

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Fletching Recreation Ground Committee (FPC is Sole Trustee of the FRC Charity)	<ul style="list-style-type: none"> <li>The running of the Fletching recreation ground and children's play area</li> </ul>	To attend FRGC meetings and be an active member of the committee. To ensure appropriate legislation is complied with.	Cllr Richard Hannay Cllr Sally De St Croix Chris Rothery
Fletching Village Hall Committee	<ul style="list-style-type: none"> <li>The running of the Village Hall through the Fletching Village Hall Charity</li> </ul>	To attend meetings of the Village Hall Committee and report back to the FPC	Cllr Kate Minch (one representative only)
Leches and Smith Charity**	<ul style="list-style-type: none"> <li>Charity for the benefit of those in need in Fletching and Danehill</li> </ul>	To be a trustee of the L&S Charity	Andrew Shaw (one representative only)
North Wealden Police Focus Group	<ul style="list-style-type: none"> <li>Focus Group held by the PCC's office for Parish and Town Councils</li> </ul>	To attend the Focus Group meetings with the Clerk.	Cllr Kate Minch (One representative only) Gabriella Paterson-Griggs
Parish in Bloom	<ul style="list-style-type: none"> <li>Annual competition run by South-East in Bloom</li> </ul>	Work with the Clerk to enter the parish into the competition and make appropriate arrangements for the judge's visit in June each year.	Cllr Kate Minch Gabriella Paterson-Griggs
Wealden District Association of Local Councils (WDALC)	<ul style="list-style-type: none"> <li>Partnership meeting between District / County and Parish Councils</li> </ul>	To attend the WDALC meetings and report back to the FPC	Cllr Richard Hannay (one representative only)
Wealden Parish Cluster Group (Central West)	<ul style="list-style-type: none"> <li>Information sharing meeting between Wealden District Council Planning and parish councils</li> </ul>	To attend the cluster meetings and report back to the FPC	Cllr Richard Hannay (one representative only)

### Notes

\* Working Groups work informally on Council business and have no terms of reference. Decisions of a Working Group cannot bind a council

\*\* Leches and Smith Charity – this is a four-year appointment that commenced on 16 February 2023 and does not have to be a Parish Councillor (just a representative appointed by the Parish Council).

# FLETCHING PARISH COUNCIL

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## Fletching Parish Council Standing Orders

Adopted at a meeting of Fletching Parish Council meeting on 13<sup>th</sup> May 2024

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## 1. RULES OF DEBATE AT MEETINGS

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

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- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect

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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 3 minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

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

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

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**include the day on which the notice was issued 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 part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Ten minutes will be designated for public participation before the start of the meeting during which members of the public may ask questions or make representations, in respect of the business on the agenda. At the Chairman's discretion, members of the public may speak at other points during the meeting if they have knowledge or information that will aid the discussion
- f Subject to standing order 3(e), a member of the public shall not speak for more than 2 minutes.
- g In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- i Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- j **Subject to standing order 3(k), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- k **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without**



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## **permission.**

- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- n **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

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

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councillors who are absent;

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

- s **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 1.5 hours.

## 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory**

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

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## **5. ORDINARY COUNCIL MEETINGS**

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

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- 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;

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

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 4 members of the committee [or the sub-committee], any 4 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 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 unless new information becomes available and then it will be at the discretion of the

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chairman.

## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 4 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 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

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

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

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

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

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*



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

## 12. DRAFT MINUTES

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

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

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

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

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

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

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

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

## 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:

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- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 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;**

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- 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 the minutes;
- 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 Fletching Parish Council;
- xvi. manage access to information about the Council via the publication scheme; and

## **16. RESPONSIBLE FINANCIAL OFFICER**

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

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absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** 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 £30,000 but less than the relevant thresholds in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 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;

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

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Fletching Parish Council 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 or if he/she is not available, the vice-chairman 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 or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the council.
- 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 or in his/her in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.



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- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chairman or vice-chairman, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Proper Officer and/or the Chairman of the Council.

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

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*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.**

## 22. RELATIONS WITH THE PRESS/MEDIA

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

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

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

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

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

## 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

## 26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## 27. DELEGATION

- a. **Planning.** Planning applications will normally be considered at full Parish Council meetings. In the event of an application requiring a response before the next PC meeting:
- The Clerk shall first request an extension from Wealden District Council
  - If no extension is possible then the application will be delegated to the Clerk in consultation with a minimum of two of the Councillors with planning responsibility, provided that the application is routine in nature including extensions, garage and loft conversions, trees, Listed Building Consent and agricultural determinations.
  - All Councillors will be notified of the intention to delegate an application. Where one or more Councillors has serious misgivings or concerns

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regarding a planning application they can request that the application be referred to the full Council and an extraordinary meeting will be called.

- b. **Burial Ground.** Applications for interments, plot reservation and memorials are delegated to the Clerk if they comply with the burial ground regulations. The Clerk will report applications to the next PC meeting.
- c. **Other.** Executive powers are delegated to the Clerk following consultation with the Chairman or Vice Chairman of the Council, as appropriate, for urgent matters which require a decision before the next meeting. This will only include matters of public safety.
- d. The Council from time to time may further delegate action to the Clerk or the Clerk and a Councillor. Such delegation to be clearly minuted.

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## FLETCHING PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 13<sup>th</sup> May 2024.

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## 1. General

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

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- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

## 2. Risk management and internal control

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

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

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

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

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

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

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

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## 3. Accounts and audit

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- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions;or



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- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

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

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

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4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

### 5.1. **Members and officers are responsible for obtaining value for money at all times.**

Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least two suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 2 fixed-price quotes;

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

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

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

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

# FLETCHING PARISH COUNCIL

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- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

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

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- the council for all items over £5,000;

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

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

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

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

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

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

## 6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC bank. The arrangements shall be reviewed annually for security and efficiency.

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- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation, which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

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## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be provided to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

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

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## 8. Cheque payments

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

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

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

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## 9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.

9.2. 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.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

10.1. 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.

## 11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

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

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

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- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## 12. Loans and investments

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

## 13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

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- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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

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

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

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.



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## 16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 16.3. 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.

## 17. Charities

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

## 18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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## Fletching Parish Council Code of Conduct

### **Introduction**

Pursuant to section 27 of the Localism Act 2011, Fletching Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### **Definitions**

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

### **Member obligations**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, they have the following obligations.

1. They shall behave in such a way that a reasonable person would regard as respectful.
2. They shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. They shall not seek to improperly confer an advantage or disadvantage on any person.
4. They shall use the resources of the Council in accordance with its requirements.
5. They shall not disclose information which is confidential or where disclosure is prohibited by law.

### **Registration of interests**

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), they shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, they shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

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## ***Declaration of interests at meetings***

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. They only have to declare what his/her interest is if it is not already entered in the member's register of interests or if they have not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose they has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. They may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare their interest in Appendix B if it is not already entered in his/her register of interests or they have not notified the Monitoring Officer of it or if they speak on the matter. If they hold an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, they shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. They may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

## **Dispensations**

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if they has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Appendix A

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the <a href="#">Trade Union and Labour Relations (Consolidation) Act 1992</a> .
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.  'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)—  (a) the landlord is the Council; and  (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body wher  (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and  (b) either —  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

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\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which they is appointed or nominated by the Council;
- (ii) any body—
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.



## **Monthly Update May 2024**

### **Our Future**

The battle is on for the future of our area. The Wealden Local plan is just wrong for our future and we have to stop it now.

There is no point in moaning a few years down the line that Greater Uckfield has been built and we don't like it.

If the unnecessary Owlsbury Farm development goes ahead with 2000 houses on 410 acres or 167 hectares in addition to the barely started Ridgewood site opposite, then the population of Uckfield is predicted to increase by 78% by 2040.

The 77 acre Ashdown Business Park extension is both unnecessary and environmentally disastrous. We do need more business units and there have been new units built in recent years but this is the wrong proposal in the wrong place. The Ridgewood approved site has an allocation for business units and that should have priority.

The calculation of new employment space is a decision for Wealden Council. It is not nationally prescribed.

There are 3 ways to determine requirements for employment units.

One is by Labour demand based on potential economic growth which suggests a need for 0.3 to 0.6 hectares of new space.

The second is Labour supply based on housing growth giving a figure of 8.7 hectares.

Lastly there is the 'Past Take Up' measure based on commercial completion rates from 2011 to 2020 giving a requirement of 48.3 hectares.

Without any clear logic, Wealden Council has opted for the highest number with the Past Take Up method.

The whole Plan is flawed and I hope everyone will join in opposing it.

### **East Sussex County Council.**

This is a good opportunity to let you know that on May 7<sup>th</sup> I was elected as Chairman of East Sussex County Council. This is a purely ceremonial role like the local mayor but it does mean I have to give up other County jobs in order to be seen as impartial and neutral. It does not impact on my role as local Councillor but my focus has to be on representing East Sussex as a whole.

### **Roy Galley**

**May 2024**

**[Cllr.roy.galley@eastsussex.gov.uk](mailto:Cllr.roy.galley@eastsussex.gov.uk)**

**01825 713018**

**07960 607672**

# FLETCHING PARISH COUNCIL

**Clerk: Gabriella Paterson-Griggs**

Tel: 07534 959772

E-mail: [clerk@fletching-pc.org](mailto:clerk@fletching-pc.org)

Website [www.fletching-pc.org](http://www.fletching-pc.org)



## **Request for additional grass cutting alongside the recreation ground**

The Chairman, Councillor Richard Hannay, received a request from the Chairman of the Cricket Club, David Pullan, for additional cuts to be undertaken to the grass verge that runs down the outside of the recreation ground.

The reason for the request was due to the length of time it takes the players searching for the balls in the long grass which is very frustrating for both teams during a match. It was also pointed out that with the new pavilion and the hard work that goes into perfecting the ground it would be a shame for the verge to be a detraction.

The grass, when it is long, also causes visibility issues for drivers approaching Fletching village along Ruston Bridge Road as well as difficulties for parents taking their children to and from school.

### *Current Situation*

The verge comes under the ESCC Rural Grass Cutting Service. The Parish Council agreed to the option that “excluding single track lanes, the first cut at start of season to be only visibility cuts for safety at junctions and on the inside of bends where sight lines between road users may be obscured by vegetation. The second cut later in the season will be visibility plus a 1 metre wide swathe along the verge.”

### *Additional Costs*

A quote has been obtained from the existing grounds maintenance contractor that undertakes grass cutting for the Parish Council. They have quoted £55 plus VAT per cut.



A	B	C	D	E	F	G	H	
1	<b>FLETCHING PARISH COUNCIL</b>							
	Governance & Accountability for Local Councils 2014 version and Part 3 paragraph 3.74 states:							
	"Most assets will be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known and a proxy cost should be substituted. A proxy cost is a value for the asset which is estimated by the council based on external advice. Councils may apply the insurance value of the asset at the time of first recording as a proxy. Whether actual or proxy cost is used, for accounting purposes the first recorded value of the asset will not change throughout its life."							
2	<b>ASSET REGISTER</b>							
3								
4	Last updated on: 13 May 2024							
5								
6	<b>Ref</b>	<b>Asset</b>	<b>Identification</b>	<b>Date</b>	<b>Value</b>	<b>Ownership/ management</b>	<b>Insured by PC Disposal/Discharge</b>	
7	1	Recreation Ground	Documents held by Clerk including: - Deed of gift of cricket ground and children's play area 22/6/1897 - Deed of gift of cricket ground and children's play area 16/2/1899 - Release of grazing rights 9/8/1965	22/6/1897	£0.00	Council as sole trustee	No	
8	2	Village Hall	Documents held by Clerk including: - Conveyance of land with reading room and cottage to be used for public purposes for the benefit of inhabitants of Fletching for £500 22/3/1948 - Deed of Gift of land adjacent to the Village Hall for extension of Village Hall 25/4/1950	22/03/1948	£0.00	Council as custodian trustee	No	
9	3	Burial Ground	Documents held by Clerk including: - Conveyance of freehold land adjoining the present Burial Ground for use as a Burial Ground for £0.50 31/12/1946 - Hire of a strip of land adjacent to the Burial Ground on a yearly tenancy from 1 April 1946 for an annual rent of £0.125 17/1/1947 - Swap of land parcels between Fletching Parish Council and Uckfield Rural District Council 21/5/1954 - Letter and extract part of land conveyed on 2 August 1858 from Earl of Sheffield and Viscount Pevensey to the Burial Board of Fletching 10/6/1980	2/8/1858	£0.00	Council as custodian trustee	No	
10	4	Laptop	Lenovo LNV G5070 I3 laptop and software purchased on 25/6/14 for £479 (including VAT)		£479.00	FPC owns and maintains	Yes	
11	5	Pump House	Pump house and pump on Church Street, Fletching		£10,759.00	FPC owns and maintains	Yes	
12	6	4 dog bins, 3 at Fletching Recreation Ground, 1 at the Burial Ground.	Purchased and owned by Parish Council, but Wealden District Council maintain the physical condition and will repair or replace as long as required. Therefore insurance not required.		£2,000.00	FPC is owner. Maintained by Wealden DC	Not required.	
13	7	Notice Board at village hall		12/05/2015	£884.94	FPC owns and maintains	Yes	
14	8	Notice Board at Burial Ground		?	£500.00	FPC is owner and responsible for maintenance	Yes	
15	10	Splaynes Green	Registered as common land, with no owner. PC choose to maintain the area.	01/10/1970	£0.00	FPC is not the owner, but chooses to maintain it.	No	
16	11	Pitldown Village Sign	This is listed on the insurance schedule so assume that the PC own it.	?	£520.15	FPC is owner and responsible for maintenance	Yes	
17	12	Fletching Village Sign	At corner of Cherry Cottages	?	£520.00	FPC is owner and responsible for maintenance	Yes	
18		Fletching Best Kept Village Sign	At corner of Cherry Cottages		£520.00		Yes	
19	13	Projector and screen	Kept at Fletching Village Hall	?	£416.12	FPC is the owner	Yes	
20	14	Bench next to village hall car park	Purchased and owned by Fletching Parish Council	30/05/2020	£385.00	FPC is owner and responsible for maintenance	Yes	
21	15	Phone Box at Splaynes Green	Purchased and owned by Fletching Parish Council	01/11/2018	£2,000.00	FPC is owner and responsible for maintenance	Yes	
22					<b>£18,984.21</b>			

# FLETCHING PARISH COUNCIL

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## RISK ASSESSMENT AND MANAGEMENT 2024

Area	Risk	Level	Control ( <i>and agreed improvements</i> )
<b>Assets</b>	Protection of physical assets – Village Hall	M	Buildings insured by Village Hall Committee. Confirmation and evidence of insurance and its adequacy received and reviewed annually.
	Protection of physical assets – Recreation Ground Pavilion	M	Buildings insured by Recreation Ground Committee. Confirmation and evidence of insurance and its adequacy received and reviewed annually.
	Protection of physical assets – Other	L	Assets insured.
<b>Burial Ground</b>	Injury to members of the public – uneven land, unstable memorial stones, poor maintenance	L	Regular inspections. Rapid response to repairs. Regular maintenance programme for grass, trees etc.
<b>Finance</b>	Risk of loss through bank failure.	M	Sums of less than £85,000 with high street bank.
	Risk of consequential loss of income	L	Main income apart from precept is from Burial Ground. Risk of consequential loss of income is minimal.
	Loss of cash through theft or dishonesty	M	No handling of cash. Financial Regulations adopted provide adequate controls.
	Inaccurate Financial controls and records, unauthorised payments, unrecorded receipts.	M	Monthly reconciliation prepared by Clerk and reported to Council. Two signatories on invoice. Quarterly financial verification checks by Councillor not involved in payment/approval process. Internal and external audit. Annual review of internal payments and receipts procedures.
	Failure to comply with VAT Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk. Internal and external audit.
	Unsound budgeting underlying the annual precept. Failure to control expenditure in line with budget.	M	Clerk prepares draft budget in the autumn for discussion and approval by Council. Precept derived directly from this. Expenditure against budget reported to Council quarterly.
	Failure to comply with borrowing restrictions	L	No borrowing and none likely at present.
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place.
	Legal liability as consequence of asset ownership (especially burial ground, recreation	M	<b>Village Hall:</b> Insured by Village Hall Committee. Confirmation and evidence of insurance and its adequacy received and reviewed annually.

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Area	Risk	Level	Control (and agreed improvements)
	ground/playground, and village hall)		<b>Recreation Ground:</b> Insured by Recreation Ground Committee. Confirmation and evidence of insurance and its adequacy received and reviewed annually. <b>Burial Ground:</b> Insurance in place.
<b>Employer Liability</b>	Failure to comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
	Failure to Comply with HMRC requirements	M	PAYE agent deals with HMRC requirements. Internal and external auditor carry out annual checks.
<b>Legal Liability</b>	Failure to act within legal powers	H	Membership of national/ regional bodies (NALC, SALC, SLCC). Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Regular training.
	Failure to record properly via the minutes	L	Council meets once a month and receives and approves minutes of meetings at next meeting. Draft minutes made available to public in the interim. Draft/approved minutes displayed at the Village Hall and on the web site.
	Loss of key documents.	M	Leases and legal documents held by Clerk. Back up copies made of key electronic documents and kept separately from Clerk's laptop. Other data storage complies with Data Protection Act.  Documents disposed of in line with Data Retention Strategy
<b>Councillor propriety</b>	Failure to maintain Registers of Interests and Gifts and Hospitality.  Risk of conduct that brings the Council into disrepute or exposes the Council to financial loss.	H	Register of interests maintained. Councillors confirm annually that entries in Gifts and Hospitality register are accurate and that they will advise the Clerk if an entry is required.

This risk management paper was approved by the Council on 13<sup>th</sup> May 2024 and will be reviewed annually.

# FLETCHING PARISH COUNCIL

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## Direct Debits to other bodies

Company	Product	Amount	Annual/Monthly
EE	Parish Mobile Phone Contract (SIM only)	£17.76	Monthly DD
Hugo Fox	Website	£11.99	Monthly DD
Microsoft	Annual Subscription (June)	£59.99	Annual Debit Card
Site Ground	Website hosting Annual Subscription (February)	£304.87	Annual Debit Card
Wealden DC	Dog Bins x 4	£330.00	Quarterly DD

## Banking Arrangements and Authorised Signatories

**Bank:** HSBC

**Authorised Signatories:** Councillor Richard Hannay  
Councillor Lady Noel Collum

**Fletching Parish Council Budget 2024/2025**

PAYMENTS	2023 - 2024		2024/25	Notes
	Budget	Year End	Agreed Budget	
<b>Administration</b>				
Bank Charges	£ 60.00	£ 60.40	£ 60.00	
ICT Hardware	£ 500.00	£ -	£ 500.00	For laptop if new clerk had to be appointed
ICT Software	£ 80.00	£ 49.99	£ 55.00	MS Office 365 Fee
Insurance	£ 600.00	£ 490.56	£ 550.00	
Mobile Phone Charges	£ 165.00	£ 164.64	£ 175.00	
Room Hire	£ 240.00	£ 505.00	£ 350.00	Village Hall charge included hire for 2022/23
Stationery etc	£ 85.00	£ 135.84	£ 85.00	
<b>Total</b>	<b>£ 1,730.00</b>	<b>£ 1,406.43</b>	<b>£ 1,775.00</b>	
<b>Employees/Members</b>				
Books	£ 100.00	£ -	£ 100.00	
Clerk Expenses	£ 150.00	£ 242.85	£ 200.00	
Clerk Salary	£ 14,500.00	£ 16,664.39	£ 18,000.00	hours increased to 15 per week from 1 June 2023
Clerk Training	£ 200.00	£ 15.00	£ 50.00	
Home Office Allowance	£ 312.00	£ 312.00	£ 312.00	
Member Training	£ 300.00	£ 120.00	£ 120.00	
Chairmans Expenses	£ 100.00	£ 39.60	£ 100.00	
Members Allowances	£ 100.00	£ -	£ 100.00	
Members Expenses	£ 100.00	£ -	£ 100.00	
<b>Total</b>	<b>£ 15,862.00</b>	<b>£ 17,393.84</b>	<b>£ 19,082.00</b>	
<b>Grants</b>				
Grants	£ 1,500.00	£ 3,200.00	£ 1,500.00	
<b>Total</b>	<b>£ 1,500.00</b>	<b>£ 3,200.00</b>	<b>£ 1,500.00</b>	
<b>Maintenance</b>				
Burial Ground Maintenance	£ 1,500.00	£ 2,075.00	£ 1,500.00	Yew hedge works were required in 2023/24
Dog Bin Provision	£ 1,100.00	£ 1,100.00	£ 1,200.00	
Fingerposts	£ 1,200.00	£ 3,570.00	£ 600.00	2023/24 included bollards at Splaynes Green
Grounds Maintenance Contract	£ 5,600.00	£ 5,585.76	£ 6,100.00	New contract due for 2024/25
War Memorial Maintenance	£ -	£ 450.00	£ -	
<b>Total</b>	<b>£ 9,400.00</b>	<b>£ 12,780.76</b>	<b>£ 9,400.00</b>	
<b>Professional Fees / Services</b>				
Accounts System - Scribe	£ 346.00	£ 345.60	£ 370.00	
Cemetery System - Scribe	£ 276.00	£ 276.00	£ 300.00	
Audit Fees (internal and External)	£ 400.00	£ 339.35	£ 550.00	New internal auditor to be appointed approx £300
Data Protection Fee (ICO)	£ 40.00	£ 35.00	£ 40.00	
Neighbourhood Plan Consultants	£ -	£ -	£ -	All to be met from Reserves
Parish Election 2023 (2027)	£ -	£ 623.74	£ 500.00	1/4 cost of full election for 2027
Parish in Bloom	£ 50.00	£ 50.00	£ 53.00	
Payroll Provider	£ 390.00	£ 413.40	£ 450.00	
Subscriptions	£ 625.00	£ 603.26	£ 625.00	
Webhosting	£ 300.00	£ 304.81	£ 300.00	
Website	£ -	£ 60.00	£ 120.00	
<b>Total</b>	<b>£ 2,427.00</b>	<b>£ 3,051.16</b>	<b>£ 3,308.00</b>	
<b>Section 137</b>				
Fletching Parochial Church Council	£ 1,025.00	£ 725.00	£ 1,000.00	
Fletching Recreation Ground	£ 500.00	£ 101.07	£ 500.00	
RBL Poppy Appeal	£ 100.00	£ 100.00	£ 100.00	
Section 137 (unallocated)	£ 1,000.00	£ -	£ 1,000.00	
<b>Total</b>	<b>£ 2,625.00</b>	<b>£ 926.07</b>	<b>£ 2,600.00</b>	
<b>TOTAL PAYMENTS</b>	<b>£33,544.00</b>	<b>£38,758.26</b>	<b>£37,665.00</b>	
<b>RECEIPTS</b>				
Bank Interest	£ 100.00	£ 582.29	£ 450.00	
Burial Ground	£ 2,000.00	£ 9,450.00	£ 2,000.00	
Match Funding	£ 600.00	£ -	£ 600.00	
Precept	£ 33,900.00	£ 33,900.00	£ 34,615.00	
<b>Total Income</b>	<b>£36,600.00</b>	<b>£43,932.29</b>	<b>£37,665.00</b>	
<b>Balance</b>	<b>£ 3,056.00</b>	<b>£ 5,174.03</b>	<b>£ -</b>	
<b>Earmarked Receipts</b>				
CIL Receipts	£ 3,193.88	£ 12,803.01	£ 23,610.07	
<b>Total</b>	<b>£ 3,193.88</b>	<b>£ 15,996.89</b>	<b>£ 39,606.96</b>	Col B = CIL to 31/3/23 Col C = CIL to 31/3/24 Col D = CIL to date accumulated
<b>Earmarked Reserves (Projects)</b>				
Historical Archive	£ 500.00	£ 270.36	£ 500.00	Exhibition proposed for September 2024
Parking Restrictions - Fletching	£ 500.00	£ -	£ -	
Neighbourhood Plan	£ 500.00	£ 225.00	£ 10,000.00	
Telephone Box Refurbishment	£ 1,250.00	£ -	£ 1,250.00	
QGC Tree Plaques	£ 350.00	£ -	£ 350.00	
Kings Coronation	£ 3,750.00	£ 3,140.00	n/a	
Pavilion Refurbishment	£ -	£ -	£ -	
<b>Total</b>	<b>£ 6,850.00</b>	<b>£ 3,635.36</b>	<b>£ 12,100.00</b>	
<b>Unallocated Reserves</b>	<b>£ 29,849.00</b>	<b>£ 35,181.67</b>	<b>£ 23,081.67</b>	assumes a zero balance on the budget for 24/25

Ms Gabriella Paterson-Griggs  
Fletching Parish Council  
2 Woodlands Close  
Uckfield  
East Sussex  
TN22 1TS

## Select for Local Councils Policy Schedule

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

Policy Number	YLL-2720871213
Insured	Fletching Parish Council
Business	Parish / Town Council
Period of Insurance	
From	10 <sup>th</sup> June 2023
To	09 <sup>th</sup> June 2024

and any other period for which cover has been agreed.

Renewal Premium	£ 549.43
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	112912406
Long term agreement active until	10 <sup>th</sup> June 2025
Preparation Date	15 <sup>th</sup> April 2023
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACF07

### Policy Cover Declaration:

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

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

## Important information

### **Taking reasonable care**

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

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

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

Lines of Cover applying



**Part C – All Risks**
**Table Headings**

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

**Additional Items:**

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

Item Description	Sum Insured	Excess
Gates & Fences	£1,263.60	£250
Street Furniture	£40,527.60	£250
General Contents	£1,864.80	£250

The excess stated applies to each and every loss.

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

**Part D – Money**

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

**Excess:** £50 each and every loss

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

Operative Endorsements:

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

## Part E – Public Liability

**Limit of Indemnity:** £12,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and Slander**

**Sum Insured**

£250,000

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

**Operative Endorsements**

None

## Part N – Fidelity Guarantee

<b>Persons Guaranteed:</b>	<b>Sum Guaranteed</b>
All members and employees	£250,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Key Personnel

Key Personnel	Clerk	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

### Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

### 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.  
and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease

- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus



## Part P – Legal Expenses

### Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- the amount of the debt exceeds £250 (incl VAT)
- the claim under this Part is made within 90 days of the money becoming due and payable
- the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- the recovery of money and interest due from another party where the other party intimates that a defence exists
- any claim relating to:
  - any settlement payable under an insurance policy
  - any lease, licence or tenancy of land or buildings
  - any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

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

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

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

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

### 2. Cancellation

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

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

### 3. Bonus and fee structure

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

## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims		
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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## Fletching Parish Council Finances 30 April 2024

### Payments made by Direct Debit/Debit Card/BACS in April 2024

Payee	For	Amount	Method
HSBC	Bank Charge	£ 5.00	DD
EE Ltd	Mobile Phone bill	£ 17.76	DD
Hugofox Ltd	FPC Website	£ 11.99	DD
Ionos	Fletching Historical Archive website	£ 1.20	DC
	<b>TOTAL</b>	<b>£ 35.95</b>	

### Payments Received in April 2024

From	For	Amount
Wealden District Council	CIL	£23,610.07
Wealden District Council	Precept - 1st Payment	£17,307.50
	<b>Total</b>	<b>£40,917.57</b>

### Payments for Approval – May 2024

Payee	For	Amount	Method
Knill James	Payroll Provider	£ 42.12	BACS
ESALC and NALC	Subscriptions	£ 316.86	BACS
ICCM	Subscription	£ 100.00	BACS
Parish in Bloom	Entry Fee	£ 55.00	BACS
Countrymans Contractors Ltd	Grass Cutting x 3 cuts	£1,516.68	BACS
Zurich Municipal	Insurance	£ 559.57	BACS
G Paterson-Griggs	Clerk Expenses	£ 9.00	BACS
ESCC Pension Fund	Clerk Pension	£ 301.19	BACS
G Paterson-Griggs	Clerk Salary	£1,026.31	BACS

Fletching Parish Council Bank Reconciliation		30-Apr-24	
<b>Balance per bank statements as at</b>		<b>30-Apr-24</b>	
FPC Current Account	£ 61,121.87	Cashbook	
FPC Savings Account	£ 32,402.69	Opening balance	£56,377.57
FPC War Memorial Account	£ 432.64	Add receipts in year	£40,917.57
FPC Maryon-Wilson Account	£ 511.55	Less payments in year	-£ 2,826.39
<b>Net Balance</b>	<b>£ 94,468.75</b>	<b>Balance</b>	<b>£94,468.75</b>

APPROVED at a Parish Council Meeting on 13 May 2024:

Signed:

Chair of Fletching Parish Council

Date: 13 May 2024

# FLETCHING PARISH COUNCIL

**Clerk: Gabriella Paterson-Griggs**

E-mail: [clerk@fletching-pc.org](mailto:clerk@fletching-pc.org)

Website [www.fletching-pc.org](http://www.fletching-pc.org)

## Fletching Parish Council Grant Application Form



Please complete this form and send along with a copy of the latest audited accounts of the organisation seeking assistance. Please return to [clerk@fletching-pc.org](mailto:clerk@fletching-pc.org)

	Please complete this form in block capitals
Name and address of the organisation requesting the grant	Fletching Bonfire Society (FBS)  22 Linden Chase Uckfield East Sussex TN22 1EE
Contact name (who has authority to act on behalf of the organisation) and role within organisation	Will Isted Chairman
Amount requested	£500
Purpose for which the grant will be used	To purchase fire extinguishers, fire blankets and first aid kits for all of our events - Mainly aimed at our annual bonfire celebrations (5th October)
Date by which the grant is required	1/07/2024
Details of who will benefit from this award and what difference the award will make to them	The fire extinguishers will be used at our various events throughout the year, but are mainly aimed to be used at our annual bonfire celebrations.  Due to insurance and East Sussex Fire and Rescue Service requirements (relating to our management plan) we require to have these in place in order to run the event with enough to ensure we have some situated throughout the village incase of an emergency.
Details/evidence of the need for this project and the grant award from Fletching Parish Council	In order for our event management plan to be granted a these must be put in place - without this our event that raises money for local charities and brings the parish community together would not be able to take place.

# FLETCHING PARISH COUNCIL

Clerk: Gabriella Paterson-Griggs

E-mail: [clerk@fletching-pc.org](mailto:clerk@fletching-pc.org)

Website [www.fletching-pc.org](http://www.fletching-pc.org)



Details/evidence that your project involves local people and that they are in support of the project	<p>FBS has been a part of the parish community since 1854 and this year will celebrate our 170th anniversary since our formation.</p> <p>With growing support in the village the society reformed in the summer of 2022 - with the new support and the engagement from the local community in our events throughout the year we are hoping to be in a position in which we can hold our bonfire and firework celebrations this year.</p>
Have you requested or are you receiving funding from other sources (if yes please provide amount and funder(s) details)?	We currently receive funding from no other sources.
If your application is successful, payment will be via BACs. Please provide bank details.	Account Name; Fletching Bonfire Society Sort Code: 60-22-05 Account Number: 63214415
Signed Name Position within the organisation	W.Isted William Isted FBS chairman
Date	29/4/2024