

# Sandy Town Council

**To: Cllrs N Aldis, S Baker, B Blackley, A Effiong, J Hewitt (Chair), R Lacey, A Lock, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton, and N Thompson.**

**You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 20<sup>th</sup> May 2024 commencing at 7.30pm for the purpose of transacting the items of business below.**



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
15<sup>th</sup> May 2024

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **A G E N D A**

- 1 Election of Sandy Town Council Chair/Mayor for 2024-25**  
The sitting Mayor will call for nominations and put them to a vote.
- 2 To Receive Declarations of Acceptance of Office by newly elected Sandy Town Council Chair/Town Mayor**  
Declaration of Acceptance to be followed by Presentation of Chain of Office and New Mayor's acceptance speech.
- 3 Mayor's Charity Account**  
To pass a resolution confirming the Mayor becomes the new signatory or remains as signatory on the Mayor's charity account.
- 4 Apologies for Absence**  
To receive any apologies for absence.
- 5 Declarations of interest and requests for dispensations**  
*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in*

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*which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct, and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

## **6 Election of Sandy Town Council Deputy Chair/Deputy Town Mayor**

To receive nominations and elect a Deputy Town Mayor for the municipal year 2024/25. This will be followed by the presentation of the Deputy Mayor's medallion and Deputy Mayor's Acceptance Speech.

## **7 Public Participation Session**

To receive questions and representations from members of the public.

## **8 Minutes of previous Town Council Meetings**

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 15<sup>th</sup> April 2024 and to approve them as a correct record of proceedings.

## **9 Minutes of committees and recommendations therein**

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

i) Development Scrutiny Committee held on 29<sup>th</sup> April and 13<sup>th</sup> May 2024

ii) Community Services & Environment Committee held on 29<sup>th</sup> April 2024:

### **Recommendations:**

To ask Members to consider forming a Playground Provision Working group (see item 12) in order that a Play Provision Strategy be set.

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## **10 Appointment of Members to Serve on Committees**

- i) To appoint Members to serve on the Development Scrutiny Committee.
- ii) To appoint Members to serve on the Community Services and Environment Committee.
- iii) To appoint Members to serve on the Policy, Finance and Resources Committee.
- iv) To appoint Members to serve on the Human Resources Committee.
- v) To appoint Members to serve on the Grievance and Complaints committee.

## **11 Election of Committee Chairmen**

- i) To elect the Chairman of the Development Scrutiny Committee.
- ii) To elect the Chairman of the Community, Services and Environment Committee.
- iii) To elect the Chairman of the Policy, Finance and Resources Committee.
- iv) To elect the Chairman of the Human Resources Committee.
- v) To elect the Chairman of the Grievance and Complaints committee.

## **12 Working Groups**

To agree membership on the following working groups;

- i. Beeston Green Working Group
- ii. Cemetery Working Group
- iii. Events Working Group
- iv. Jenkins Pavilion Development Working Group
- v. Neighbourhood Plan Steering Group
- vi. Car Park Working Group
- vii. Riddy and Pinnacle Working Group
- viii. Playground Provision Working Group

## **13 External Representation**

To appoint Members to represent the Council on outside bodies.

Appendix I

# Sandy Town Council

## **14 Bank Signatories**

To agree the signatories for 2024/25 to sign cheques and approve online payments on behalf of the Council. Proposals will be made at the meeting.

Current signatories;  
Cllrs Aldis, Osborne and Pettitt  
Town Clerk (Mrs N Sewell)  
Administration Team Leader (Mrs C Baker-Smith)

## **15 General Power of Competence**

To resolve that the Council meets the eligibility to use the General Power of Competence through having equal to, or greater than, two-thirds of the total number of members of the Council elected and supported by a qualified Town Clerk.

## **16 Reports from Central Bedfordshire Council**

To receive reports from Ward Councillors.

## **17 Internal Audit**

To confirm that Haines Watts continue as the Council's internal auditor to complete the 2024/25 financial year audit.

## **18 Scheme of Delegations**

To review and approve the Council's Scheme of Delegations. To note that Terms of Reference for the following working groups need to be created and agreed:

- Pinnacle & Riddy Working Group
- Playground Provision Working Group
- Car Park Working Group
- Beeston Working Group

Appendix II

## **19 Review of Standing Orders and Financial Regulations**

Proposal that the Council agrees to continue with the current Town Council Standing Orders and Financial Regulations without any amendments or changes until such time as the Town Clerk or Council wishes to make changes or following advice from NALC.

Appendix IIIa  
and IIIb

*To note that new Financial Regulations published by NALC in 2024 will be reviewed at the next meeting of PF&R Committee meeting as the updates require some consideration by the Committee to ensure the changes are relevant specifically to Sandy Town Council before adoption.*

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## **20 Review of Council Policies & Procedures**

Proposal that the Council accepts its current policies and procedures but delegates to the Policy Committee to review these in depth and bring to full council any amendments or policy proposal changes for ratification.

## **21 Subscriptions**

To receive and note subscriptions paid by Sandy Town Council.

Appendix IV

## **22 Action Plan**

To review and agree Full Council Action Plan for 2024/25.

Appendix V

## **23 Reports from Councillors on Outside Bodies**

To receive the following reports from Council representatives on outside bodies.

To follow

## **24 Mayoral Engagements**

Mayors Engagements for STC Agenda for Meeting 20<sup>th</sup> May 2024

14<sup>th</sup> March - The Mayor attended the Civic Service of the Mayor of Houghton Regis

27<sup>th</sup> April - The Mayor attended a charity coffee morning hosted by the Mayor of Dunstable

28<sup>th</sup> April - The Mayor attended the Civic Service of the Mayor of Huntingdon

2<sup>nd</sup> May - The Mayor presented the 5<sup>th</sup> Brownie Pack with the Mayors Group Award for 2024

8<sup>th</sup> May - The Mayor attended the presentation of the Kings Award for Enterprise at Cranfield University

15<sup>th</sup> May - The Mayor visited Maple Tree School to meet with year 6 to discuss the role of the Town Council

16<sup>th</sup> May - The Mayor took part in Operation Spector joining the Police and Safer Central teams in a knife sweep at the Mound and Skate Park at Sunderland road and meeting with students as they left Sandy Secondary School.

## **25 Naming of New Sports Facility at Sunderland Road**

To receive a request from CBC to rename the new Sports Facility at the Jenkins Pavilion in line with CBC's naming protocol for new leisure facilities. The new name proposed would be Sandy Leisure

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and Sports Centre. This name reflects the increase in leisure offer from the existing Sports Centre as the new building includes a larger gym and three new studios whilst also recognising the sports element from the cricket, football and other clubs' usage. The new name will be used on all external signage, on both CBC's and Everyone Active's websites and on any marketing materials. CBC would also arrange, with the Town Council's consent, to set up a postal address for the building and will arrange for the listing on google and google maps to be updated when the old sports centre closes.

Please note that CBC requires Signage Consent agreed by the end of May in order that all new signage can be designed, fabricated and installed before the new facility is opened to the public.

## **26 News Release:**

- Co-Option Call for New Councillors
- Election of Mayor and Deputy Mayor

## **27 Chairman's Items**

## **28 Date of Next Meeting: 24<sup>th</sup> June 2024**

**SANDY TOWN COUNCIL****DATE:** 20<sup>th</sup> May 2024**AUTHOR:** Town Clerk**SUBJECT:** External Representation

Members are asked to elect Council representatives to the following groups/committees for the civic year 2024/25

*The 2023/24 representative is listed for Members information.*

		<b>2023/24</b>	<b>2024/25 (To be elected)</b>
1	22 Squadron Air Training Corps Parents and Friends Committee	Sutton	
2	Black Cat to Caxton Gibbet Improvement Group	Aldis & Thompson	
3	CBC Community Safety Action Plan Group	Hewitt & R Lock	
4	Police Priority Setting	Hewitt & Thompson	
5	Rural Market Town Group	Hewitt	
6	Sandy Carnival Committee	Sharman	
7	Sandy Charities (Incorporating Leeds Smith Trust)	Sharman (until May 2027)	
8	Sandy Community Children's Centre	R Lock	
9	Sandy Green Wheel	Aldis & Pettitt	
10	Sandy Sports and Leisure Association	Aldis, Hewitt & Scott	
11	Sandy Twinning Association	Pettitt	
12	Sandy Village Hall Management Committee	Hewitt & A lock	
13	SG19 Road Safety Group	Aldis	
14	Talk of the Town Transport Committee (Age Concern Bedfordshire)	Aldis & A Lock	
15	Bedfordshire Local Emergency Volunteers Executive Committee	R Lock	

# Sandy Town Council



## Scheme of Delegations

Amended June 2023



**FUNCTIONS DELEGATED TO COMMITTEES**

1. Delegated Powers
2. Development Scrutiny Committee
3. Policy, Finance and Resources Committee
4. Community Services and Environment Committee
5. Human Resources Committee
6. Clerks Management Sub-Committee
7. Grievance and Complaints Committee
8. Events Working Group
9. Cemetery Working Group
10. Neighbourhood Plan Steering Group
11. Responsibilities Delegated to Town Council Officers

## FUNCTIONS DELEGATED TO COMMITTEES

### 1. DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee’s (or Sub-Committee’s/Working Group’s) delegated powers. The minutes will then record the decision as “**Resolved**”.

If the matter is not within the Committee’s delegated powers, then the minutes will show the decision as “**Recommended**”, and the matter will then be brought to the Council’s particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



**2. DEVELOPMENT SCRUTINY COMMITTEE**

- 2.1 Membership shall comprise 10 members and the committee has delegated powers.
- 2.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 2.3 The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (e.g. supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
- 2.4 The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
- 2.5 The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

**3. POLICY, FINANCE AND RESOURCES COMMITTEE**

- 3.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 3.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 3.3 The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- 3.4 The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.

- 3.5 The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.
- 3.6 The committee shall make recommendations to Council on:-
  - a) the annual estimates of revenue and capital expenditure
  - b) the management of the Council's finances and the budgetary framework and processes
- 3.7 The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
- 3.8 The committee shall monitor the implementation of agreed audit-based recommendations.
- 3.9 The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
- 3.10 The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
- 3.11 The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy.
- 3.12 The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- 3.13 The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
- 3.14 The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

#### **4 COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE**

- 4.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 4.2 The Committee shall elect a Vice Chairman for each civic year.
- 4.3 The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.

- 4.4 The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.
- 4.5 The committee shall review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting contracts and other maintenance contracts.
- 4.6 The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
- 4.7 The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
- 4.8 The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
- 4.9 The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
- 4.10 The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
- 4.11 The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
- 4.12 The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
- 4.13 The committee shall recommend a community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
- 4.14 The committee shall receive and consider reports from community working groups and recommend actions to the Town Council arising from the reports.

## **5 HUMAN RESOURCES COMMITTEE**

### **5.1 Purpose of the Committee**

This committee is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the PF&R committee and has delegated powers within these limits. Membership shall comprise 7 members and the committee will report to the Town Council.

5.2 The meetings of the committee will be open to members of the public but in practice in order to comply with the requirements of the Data Protection Act 1998 many items of business may be considered as confidential items.

**5.3 Operation**

The committee will meet no less than 4 times per year in line with the published schedule and receive reports as described in the schedule. The Council will elect a committee Chairman each year and the committee will appoint a vice-chairman for each civic year.

**5.4 Terms of reference**

1. Membership shall comprise 7 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Vice Chairman each year civic year.
3. To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee.
4. To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice.
5. To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee.
6. To oversee the recruitment and appointment of staff.
7. To keep under review staff working conditions and the health and safety at work of all council employees.
8. To consider any appeal against a decision in respect of pay.
9. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk.
10. To oversee any process leading to dismissal of staff (including redundancy).
11. To consider grievances and disciplinary matters.
12. To oversee the work of the Clerk and to handle grievance and disciplinary matters and pay disputes.

**5.5 Town Clerk's Responsibilities**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 1 the employment of temporary employees.
- 2 the employment of permanent employees in conjunction with members of the Human Resource Committee.
- 3 control of staff performance and discipline, including the power of temporary suspension from duties
- 4 monitoring, management and reporting of regular or sustained staff absence.
- 5 payment of expenses and allowances in accordance with the Council's agreed policies.
- 6 to present to the Human Resources Committee recommendations for employees' increments, in accordance with the Council's staff appraisal system.
- 7 The Town Clerk will also report on HR matters to the Human Resources Committee.

## **6 CLERKS MANAGEMENT SUB-COMMITTEE**

### **6.1 Purpose of the Committee**

This committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the HR committee and to manage the Town Clerk. Membership shall comprise of the Chair of Human Resources committee, the Mayor and Deputy Mayor and the committee will report to the HR Committee. The annual Appraisal of the Town Clerk will be carried out by the Chair of Human Resources Committee, the Mayor and Deputy Mayor. This will be reported back to the Human Resources Committee.

- 6.2 The committees' purpose is to deal with complaints and grievances and the committee has delegated authority to deal with these in line with the policies outlined in the employment handbook of the council. The public has no right of advance notification or right to attend a meeting of the Clerks Management Committee since its delegated business will always be confidential as it will involve personal information.

### **6.3 Operation**

The committee will meet as required. The Chair of the Human Resources Committee will act as chairman of the committee.

### **6.4 Terms of reference**

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies as laid out in the employment handbook.
2. To manage the Town Clerk.
3. To consider any appeal by the Clerk against a decision on pay.

*(If an appeal is to be held against the decision of the committee, this must be taken to a sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)*

## **7. GRIEVANCE AND COMPLAINTS COMMITTEE**

- 7.1 The Grievance and Complaints Committee will have five members elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints which fall into the Town Council's grievance complaints policy. The Grievance and Complaints Committee will not deal with complaints against individual members of council or members of staff. If members of the committee elected at the annual meeting are unable to participate in a complaints hearing for any reason (e.g. conflict of interest, absence) the Town Council will appoint additional members to the committee.
- 7.2 The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.
- 7.3 The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

### **Working Groups of the Council**

## **8. EVENTS WORKING GROUP**

### **8.1 Functions:**

- 8.1.1 To consider applications for use of Council land for one of small events (such as bootcamps and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.
- 8.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 8.1.3 To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.
- 8.1.4 To consider and propose one off Council events throughout the year.
- 8.1.5 To organise, set up and manage any such Council events.
- 8.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 8.1.7 To monitor and review any council events.
- 8.1.8 To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.



8.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.

8.1.10 To report to the Community Services Environment Committee on its activities.

## **8.2 Operation**

8.2.1 The Events Working Group will meet as and when it is required throughout the year.

## **8.3 Terms of Reference**

8.3.1 The Events Working Group reports to the Community Services and Environment Committee.

8.3.2 Membership shall comprise of up to five Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.

8.3.4 The Events Working Group shall elect its own Chair on an annual basis.

8.3.5 The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)

8.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.

8.3.7 Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.

8.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.

8.3.9 Where expenditure is less than £500 the Working Group has delegated authority to approve event related expenditure from the Council's Community Event Support budget. All expenditure must be reported to the Policy, Finance and Resources Committee.

8.3.10 Meetings of the working group are not usually but may be public meetings.

**9. CEMETERY WORKING GROUP**

**9.1 Functions**

- 9.1.1 To review and recommend revisions or amendments to the Council's burial regulations.
- 9.1.2 To consider and make recommendations on the ongoing management of the existing cemetery.
- 9.1.3 To consider and determine matters surrounding the development of a new cemetery, including but not restricted to:
  - a. Environmental matters
  - b. Policy matters
  - c. Visual impact matters
  - d. Design matters
  - e. Public consultation matters
  - f. Future operation and management of the new cemetery, cemetery car park, public toilet and council depot building.
- 9.1.4 To work with the Clerk to manage and progress the building and completion of the new cemetery in line with the tender approved by the Full Council.

**9.2 Operation**

- 9.2.1 The Cemetery Working Group will meet as and when it is required throughout the year.

**9.3 Terms of Reference**

- 9.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.
- 9.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.
- 9.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 9.3.4 The Cemetery Working Group shall elect its own Chair on an annual basis.
- 9.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.
- 9.3.6 The Cemetery Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 9.3.7 The group shall provide reports to the parent body in the following manner:
  - a. Reporting on relevant issues
  - b. Reporting on suggested improvements to the cemetery

- c. Reporting on development of the new cemetery build
- d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.

## **10. Neighbourhood Plan Steering Group**

### **10.1 Background**

10.1.1 Sandy Town Council is the qualifying body for the preparation of a Sandy Neighbourhood Development Plan (henceforth referred to as the “NP”) for the parish of Sandy.

10.1.2 Sandy Town Council resolved to prepare an NP at the meeting of the Full Council on 28<sup>th</sup> September 2020, covering the entire area of the parish of Sandy (the “Plan Area”).

10.1.3 Sandy Town Council has notified Central Bedfordshire Council its intent to prepare an NP in consultation with:

- The residents of Sandy
- Organisations employing persons within the Plan Area
  - Organisations that enhance Sandy such as BRCC, Greensand Country Landscape Partnership

10.1.4 Sandy Town Council will be the body that formally submits the NP to CBC.

10.1.5. The NP will seek to:

- Provide a framework for future development and land use within the Plan Area
- Set planning policies that accord with adopted policy at the national, county and district level, but which recognise the specific character of Sandy and preserve or enhance the quality of life within the Plan Area

10.1.6 Sandy Town Council has agreed to establish a Steering Group to lead the preparation of the NP.

### **10.2 Purpose**

10.2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.

10.2.2 The Steering Group will lead the NP preparation process, including project management and decision making.

10.2.3 The Steering Group will:

- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and

provide their views and opinions on the specific topics which are covered during the preparation of the plan.

Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.

- Refer all items of expenditure, outside an approved budget, to Full Council.
- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.
- Establish, and approve the terms of reference of, working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.
- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

**10.3 Membership**

10.3.1 The Steering Group will select its own Chairman.

10.3.2 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 12.1.3.

10.3.3 The Steering Group will consist of up to 10 members.

10.3.4 Members are volunteers and may chose to leave during the project. At which time a new Member may be appointed.

**10.4 Obligations of the Steering Group Members**

10.4.1 Steering Group members shall:

- Work together for the benefit of Sandy.
- Abide by the Localism Act and Sandy Town Council's Code of Conduct.
- Declare any pecuniary or personal interests that may be perceived as being relevant to any decisions or recommendations made by the group, including membership of any organisation, any ownership or interest in land or businesses (directly or indirectly) within the Plan Area or any other matter likely to be relevant to the work undertaken by the Steering Group. Such declarations are to be recorded and made publicly available.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process.

**10.5 Frequency, Timing and Procedure of Meetings**

10.5.1 The Steering Group will meet at monthly intervals.

10.5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.

10.5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.

10.5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.

10.5.5 The Steering Group has up to 10 members and shall be quorate provided that:

- At least 3 members or a third of the group are present.
- One of the members present is a member of Sandy Town Council
- The meeting has been properly convened.
- Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
- These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

#### **10.6 Tenure**

10.6.1 The Steering Group, in its present form, shall continue to operate for three years or until the NP is adopted or rejected in referendum, whichever is the sooner. In the event that the referendum is rejected the Steering Group will continue to meet until such time as the referendum is adopted or a new Steering Group is appointed. At that stage the TC will form appropriate implementation body.

#### **10.7 Application of Terms of Reference**

10.7.1 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Steering Group.

### **11 RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

#### **11.1 Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

#### **11.2 General Matters**

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
3. to institute, defend and appear in any legal proceedings authorised by the Council

4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Sandy).
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
9. to act as the Council's proper officer as per section 281 Local Government Act 1972.

**11.3 Financial Matters**

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £1,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. the cost not exceeding the amount of the approved budget
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
  - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

**11.4 Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, see list above at 5.

**11.5 Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council
4. initiating legal action or proceedings against unauthorised encampments on Council land.

**11.6 Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor and Deputy Mayor are to be consulted before such action is taken.



# Sandy Town Council



## Standing Orders

Re-adopted May 2017  
Amended October 2023

## List of standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

*note: Where the term Chairman is used this is intended as a gender neutral term for the purposes of this document.*

# 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 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.
- j Subject to standing order 1(k) below, 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 the debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of 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 the councillor last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
  
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
  
- q A point of order shall be decided by the chairman of the meeting and this decision shall be final.
  
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements 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 their right of reply.
  
- t Excluding motions moved under standing order 1(r) above, 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.
  
- u All non-committee members are exempt from viewing confidential information and items relating to committee matters. The only exception to this would be through a written request to the Clerk demonstrating a specific 'need to know' in order for them to perform their duties as a councillor.

*The need to know point in LTN 1 applies not just to documents but also to information. If the public are excluded from a committee meeting then there is information that people outside the membership of that committee should not know unless they have a specific need to know it. So, if a councillor who is a non-member of the committee can show a specific need to know in order to perform their duties then they can stay otherwise they would have to leave with the public. The need to know must be real and specific and not just because they are a councillor.*

*The need to know has to be specific and real, not just a desire to know or a need for the information for some non-council matter. If they do not have a need to know then they can only attend a meeting on the same terms as a member of the public.*

## 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 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) above 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 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 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, 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.
- i [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l** Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
-   n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor (if any).**
-  p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-    r **The 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 they gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Mayor at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
-    u **A councillor or a non-councillor with voting rights who has a disclosable**

**pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
- ■ ■ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two and a half hours.

## 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full 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) above, appoint and determine the terms of office of members of such a committee;
  - v. may not appoint substitute members of committees or sub-committees whose role is to replace the ordinary members at a meeting of a committee;
  - 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 shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee

## **5. Ordinary council meetings**

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- 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 directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor (if any) of the Council.**
- f The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the council.**
- g The Deputy Mayor of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of Mayor at the next annual meeting of the council.**
- h In an election year, if the current Mayor has not been re-elected as a member of the council, they will preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Town Mayor but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Town Mayor has been re-elected as a member**

**of the council, they will preside at the annual meeting until a new Town Mayor has been elected. The former Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Town Mayor and Deputy Town Mayor (if any) at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - 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. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xiv. Review of the council's and/or staff subscriptions to other bodies;
  - xv. Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
  - xvi. And Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a The Town Mayor may convene an extraordinary meeting of the council at any time.
- b If the Town Mayor does not or refuses to 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 must 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 or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and 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 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

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

## **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 which it is tabled for 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 12 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 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 Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their 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

- sensitive 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 requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.
- xviii.

## **11. Handling confidential or sensitive information**

- 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 or sensitive information which for special reasons would not be in the public interest without legal justification.**
- d Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.**

## **12. Draft minutes**

- 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) above.
- 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, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

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

- only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests 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) above 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 or**
  - 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 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 above, report this to the council.
- b Where the notification in standing order 14(a) above 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) below.
- c The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - 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 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 the Councillor. 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 and 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 that the Councillor has consented to service by email), and**

**Provide in a conspicuous place, public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (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) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Town Mayor occasioned by a casual vacancy in office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with and subject to the council's policies and procedures relating to the same;
- ix. liaise, as appropriate, with the Council's Data Protection Officer, if such an officer is appointed;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to 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;



- xii. arrange for legal deeds to be executed;  
*See also standing order 23 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Development Scrutiny Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Development Scrutiny Committee;
- xvi. manage access to information about the council via the publication scheme

## 16. Responsible Financial Officer

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

## 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- 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 for each quarter;
  - ii. the council's aggregate receipts and payments 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 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 applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a 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 council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £80,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A Public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public, or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or a committee or a sub-committee is subject to standing order 11 above.
- b Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

- c 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.
- d Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(b) and (c) above if so justified. 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.
- e Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(b) and (c) above shall be provided only to (post holder) and/or the Town Mayor or the Chairman of the Human Resources Committee or the Chairman of the Human Resources sub-committee.

## 20. Responsibilities to Provide Information

- a **In accordance with freedom information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Town Mayor.

The council shall have the power to do anything to facilitate compliance with the Freedom Information Legislation

- c **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

- a 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 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 (xvi) above.*

- 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) above, 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 Central Bedfordshire Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the are of the Council.

## 25. Restrictions on councillor activities

- a. Unless authorised by a resolution, 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 2 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

# Sandy Town Council



## Financial Regulations

Adopted August 2014

Updated March 2023

Reviewed May 2023

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# SANDY TOWN COUNCIL REVISED FINANCIAL REGULATIONS

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
  - approving accounting statements;

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<sup>2</sup> In England - Accounts and Audit (England) Regulations 2011/817

- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Policy, Finance and Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial

year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

**3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

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

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £5,000;
  - a duly delegated committee of the council for items over £1,500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £500 - £1,500.
  - The Clerk for any items below £500

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by end of October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, present the schedule to council or Policy, Finance and Resources Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall be responsible for the examination of invoices for arithmetical accuracy and analysis of them to the appropriate expenditure heading. The RFO

shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Policy, Finance and Resources Committee Meeting.

- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO 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 or Policy, Finance and Resources Committee;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee or
  - c) fund transfers within the councils banking arrangements up to the sum of £55,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by the Chairman of Policy and Finance on each occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

**6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or Policy, Finance and Resources Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council or two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy, Finance and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.



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

Resources Committee and authority for topping-up shall be at the Town Clerk / RFO.

- 6.20. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

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

## **9. INCOME**

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

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall be responsible for the prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. On receipt of cash sums exceeding £100 the following procedure must be followed:
  - i.* Cash counted in a secure area (away from public view/access), two officers to be present.
  - ii.* Receipt created and signed by both officers (as above)
  - iii.* All cash received, including deposits banked within 24 hours of receipt – (or the next banking day if received on a weekend). Only petty cash is to be kept on Council premises for more than 24 hours.
  - iv.* All cash deposits reported to RFO on the day of receipt via a separate cash deposits log.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from

appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk /RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of

post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. 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.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order,<sup>3</sup> 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

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

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<sup>3</sup> Based on Sandy Town Council standing order 2014

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

**13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, in each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets

shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

**16. CHARITIES**

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

**17. RISK MANAGEMENT**

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

**18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided



that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**SANDY TOWN COUNCIL**

**DATE:** 20<sup>th</sup> May 2024

**AUTHOR:** Nicola Sewell/Carol Baker-Smith

**SUBJECT:** Subscriptions

**1. Summary**

The administration team have collated all subscriptions paid by Sandy Town Council which are detailed in the tabled format below for approval.

**2. Information**

Name of Company	Address	Subscription to	Cost (£)	Renewal Date
Bedfordshire Association of Town & Parish Councils (BATPC)	Shefford House, 15 High Street, Shefford, Bedfordshire SG17 5DD	Affiliation fee	TBC (£2,186.00 in 2023/24)	2024
Information Commissioners Office	Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF	Register of Data Controllers. Required due to data and CCTV handling.	TBC (£40 in 2023/24)	12 <sup>th</sup> August 2024
Local Council Review Magazine	109 Great Russell Street London, WC1B 3LD	Publications included in BATPC membership (1 copy)	N/A	NA
National Association of Local Councils (NALC)	109 Great Russell Street London, WC1B 3LD	Membership included in BATPC membership, legal advice, templates, and Model Documents	N/A	NA
Society of Local Council Clerks	Main Office, No 8 The Crescent Taunton, Somerset TA1 4EA	Professional support, advice, information, and education including monthly magazine	TBC (£337 in 2023)	Oct 2024

**AGENDA NO: 21****APPENDIX IV**

Grounds Management Association	28 Stratford Office Village Walker Avenue, Wolverton Mill East Milton Keynes, MK12 5TW	Leading organisation that represents and advises professional groundsmen/women	£164.75	March 2025
Parish Online	Getmapping PLC Virginia Villas, High Street Hartley Wintney, Hants, RG27 8NW	Public Sector Mapping Agreement Business Directory Listing	£19.00	May 2024 2025
The Purple Guide	The Events Industry Forum Ltd Engine Rooms Station Road Chepstow NP16 5PB	Membership fee	£25.00	April 2025
The National Allotment Society	O'Dell House Hunters Road Corby Northamptonshire NN17 5JE	Membership fee	£55.00	April 2025
Institute of Cemetery & Crematorium Management	ICCM National Office City of London Cemetery Aldersbrook Road Manor Park London E12 5DQ	Membership fee	£100.00	April 2025
Rural Market Town Group	PO Box 101 Raven Arms SY7 7AL	Membership fee	TBC (£133.00 in 2023)	April 2024



**SANDY**  
Town Council

## SANDY TOWN COUNCIL ACTION PLAN 2024/25

The following Action Plan summarises and prioritises the Council’s activities and projects that will continue to be worked on over the remainder of the 2024/25 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g. internal audit).

Town Council Projects			
Project Title	Actions	Responsibility	Timescales
<b>2024/25 Activities</b>			
Cemetery Extension	1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Planning Conditions Application 4) Construction/Landscaping 5) Update for burial regulations to incorporate extended area 6) Practical Completion 7) Site Open	1) CWG  2) Clerk/CWG/CDS 3) CDS 4) CDS/Contractor 5) CWG/Admin Team 6) Contractor/CDS 7) STC	Complete  May 2024 Ongoing TBC February 2025 TBC
Jenkins Pavilion Development	1) Construction Phase 2) Agree terms of lease 3) Agree management terms 4) Agree Profit Share	1) CBC/Pentaco/STC 2) STC/CBC/Solicitors 3) STC/CBC/Everyone Active 4) STC/CBC	Ongoing Complete Complete Complete
Sandye Place Academy	1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors	1) STC/Clerk/CBC	Ongoing

**AGENDA ITEM 22**

**APPENDIX V**

	<p>1a) Cllr Hewitt invited to join meeting with Steve Watkins, Iain Berry and Sandy Ward Councillors to present NHP Aspirations 24<sup>th</sup> November. No decisions taken.</p> <p>1b) Working Group to meet 30<sup>th</sup> January 2024</p> <p>2) Continue to communicate STC’s vision via the Neighbourhood Plan of how Sandye Place could benefit the community and help build a sustainable and well-planned town.</p> <p>3) Submit application for Sandye Place to be listed as an Asset of Community Value</p> <p>4) Request date for next meeting with Steve Watkins, Iain Berry, Sandy Ward Councillors and NHP</p>	<p>1a) Cllr Hewitt</p> <p>1b) CBC, Mayor/NHP Representative/Clerk</p> <p>2) STC/Clerk/NHP</p> <p>3) Richard Barlow/Clerk</p> <p>4) Cllr Hewitt/Clerk</p>	<p>Completed</p> <p>Jan 2024</p> <p>Ongoing</p> <p>Completed</p> <p>21<sup>st</sup> May 2024</p>
Allotments Beeston Village site	<p>1) Pursue lease with CBC regarding allotment land at Beeston (Village Site)</p> <p>2) Undertake conditions survey of land to understand it’s suitability for allotments</p> <p>3) Engage National Allotment Society to create a map/plan of the site</p> <p>4) Undertake soil assessment of site</p> <p>5) Agree lease for site</p> <p>6) Work starts on allotment development</p> <p>7) Meeting with Stephen Mooring to discuss STC requirements/specifications</p> <p>8) Update from Stephen Mooring on developments since last meeting</p>	<p>1) Clerk/Solicitor/CBC</p> <p>2) Deputy Clerk/Andrew Havergal</p> <p>3) STC/NAA/Clerk/BWG</p> <p>4) TBC</p> <p>5) STC/CBC</p> <p>6) Contractor/STC</p> <p>7) STC/CBC</p> <p>8) Clerk</p>	<p>7<sup>th</sup> August 2023</p> <p>Completed</p> <p>On Hold</p> <p>On Hold</p> <p>On Hold</p> <p>On Hold</p> <p>Complete</p> <p>April 2024</p>
Provision of Allotments	<p>1) Engage with 3<sup>rd</sup> parties to identify appropriate land for lease</p>	<p>1) Clerk/STC/CBC</p>	<p>Ongoing</p>
Community Emergency Action Plan	<p>1) Update the current plan and check all contacts are still relevant</p> <p>2) Undertake emergency equipment audit</p>	<p>1) Clerk/Admin</p> <p>2) Outdoor Team Leader/</p>	<p>Complete</p> <p>Complete</p>

**AGENDA ITEM 22**

**APPENDIX V**

	<ul style="list-style-type: none"> <li>5) Translate plan into new CERT template</li> <li>6) Make up emergency kit box</li> <li>7) Have plan checked by BLEVEC members</li> <li>8) Publish plan and keep copies in the office and depot</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Clerk</li> <li>3) Clerk/Admin</li> <li>4) Clerk/Admin</li> <li>5) Clerk/BLEVEC</li> <li>6) Clerk/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>May 2024</li> <li>May 2024</li> <li>May 2024</li> </ul>
EastWest Rail, A1 and Blackcat Roundabout	<ul style="list-style-type: none"> <li>1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC.</li> </ul>	<ul style="list-style-type: none"> <li>1) STC Reps/Mayor</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
Sunderland Road Recreation Ground and Bedford Road Recreation Ground Pitch Improvements	<ul style="list-style-type: none"> <li>1) Engage with Football Foundation regarding funding and surveys of the area</li> <li>2) Apply for grant</li> <li>3) Create project plan and schedule for works together with training in conjunction with contractor.</li> </ul>	<ul style="list-style-type: none"> <li>1) Deputy Clerk/Outdoor Team Leader</li> <li>2) Deputy Clerk/Clerk</li> <li>3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>TBD</li> <li>TBD</li> </ul>
Christmas Lights Event	<ul style="list-style-type: none"> <li>1) Determine Project Plan</li> <li>2) Create event plan and timetable and undertake RA</li> <li>3) Apply for road closures</li> <li>4) Engage with stall holders</li> <li>5) Book entertainment and stage (including Father Christmas)</li> <li>6) Book First Aid Cover</li> <li>7) Publicity</li> </ul>	<ul style="list-style-type: none"> <li>1) Event Working Group</li> <li>2) Clerk/Event Organiser</li> <li>3) Admin</li> <li>4) Admin/Event WG</li> <li>5) Admin/Event WG</li> <li>6) Admin</li> <li>7) Admin/Event WG</li> </ul>	<ul style="list-style-type: none"> <li>June/July 2024</li> <li>July/August 2024</li> <li>September 2024</li> <li>August/Sept 2024</li> <li>August/Sept 2024</li> <li>August/Sept 2024</li> <li>Oct through to Event</li> </ul>
Sandy Green Wheel	<ul style="list-style-type: none"> <li>1) Agree dates for Green Wheel Walks</li> <li>2) Mayors Green Wheel Walk</li> <li>3) Attendance at Friends of Sandy Green Wheel Meetings</li> </ul>	<ul style="list-style-type: none"> <li>1) Event WG</li> <li>2) Event WG</li> <li>3) STC Reps/Clerk/Deputy</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2024</li> <li>Complete</li> <li>TBD</li> </ul>

**AGENDA ITEM 22**

**APPENDIX V**

		Clerk.	
Office Space Re-organisation	1) Agree new office layout for Admin Team making best use of available space. 2) Agree any costs with PF&R 3) Undertake move of furniture 4) IT/telephony set up	1) Clerk/Mayor/Admin Team  2) Clerk/PF&R 3) Clerk/Admin Team 4) Chess/Admin Team	Complete  Complete Complete Complete

Town Council	
2024/25 Activities	
On-Going Activities/Business as usual	
Council meetings	Agendas, attendance at and minutes of, reports, administration
Council Administration	Administration, printing, stationery orders, cleaning supplies, chamber bookings
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Customer/Resident Queries	Administration and response to all queries that come into the Office via post, email, telephone, web enquiries and office walk-ins.
Public Engagement	Creating stories and posts for the website and social media, sending out press releases and proactively seeking opportunities to promote the council and its services. Seasonal Newsletter. Designing and undertaking public consultations.
Cemetery Management	Undertaking all aspects of cemetery management from liaising with families, undertakers and stone masons, to the administration of legal documentation and ensuring all burial and memorial records are completed to required standards. Ongoing maintenance of the cemetery area and chapel.
Council Website	Continued maintenance and update
Civic Matters	Honorary Freeman & the Mayor's Award
IT & Office Equipment	Administration and supply
Buildings Maintenance	Maintenance of Council owned estate including 10, Cambridge Road, Public Toilets, Car Park and Depot.
Utilities	Administration and Supply
Vehicles	Administration and Maintenance

**AGENDA ITEM 22****APPENDIX V**

Fishing Licences	Administration and Supply
Tourist Bookings	Administration
Human Resources	Payroll, administration of staff annual leave and sick leave, staff recruitment and training, appraisals, and personal development
Museum	Administration of visits to the museum and conducting tours as and when required
Events	Organising and running two seasonal markets, event planning and organisation for larger national events and any other STC Annual Events including Christmas Lights Event and Remembrance Sunday Parade. Other events organised as required
Open spaces	Maintenance and upkeep of all open spaces and recreation grounds owned by STC. Administration of land use requests such as fairs, community events, Sandy 10 etc