

Cotton End Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Annual Meeting of Cotton End Parish Council to be held at the **Baptist Church Hall, Cotton End on Thursday, 16 May 2019 commencing at 7.30pm** for the purpose of transacting the following business

Members of the Public and Press are invited to attend.

Issued by: Philip Simpkins, Chief Executive of Bedford Borough Council

Date: 10th May 2019

Contact: Linda Carter, Interim Parish Clerk, Tel: 07592 471859

AGENDA

- 19/001 Election of Chairman
- 19/002 Appointment of Vice-Chairman and Declarations of Acceptance of Office
- 19/003 To receive and approve apologies for absence
- 19/004 Adoption of Code of Conduct (*copy attached*)
- 19/005 Members' Register of Interests
- 19/006 Adoption of Standing Orders (*NALC Model July 2018 attached*)
- 19/007 Adoption of Financial Regulations (*NALC Model January 2016 attached*)
- 19/008 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda
(*Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.*)

Please note, this is a public meeting and you may be filmed, recorded and published.

19/009 Public Session

(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting.)

19/0010

To receive a report from the Interim Parish Clerk which provides an explanation of the role of the Implementation Committee of the former Eastcotts Parish Council, recommendations from Eastcotts Parish Council and preliminary information on assets and contracts (*copy attached*)

19/0011

To consider a recommendation from the former Eastcotts Parish Council on whether Cotton End Parish Council should seek a legal agreement (known as a "Section 99" Agreement) with Shortstown Parish Council on matters arising from the Reorganisation Order (*copy attached*)

19/0012

Finance and related matters:

- (a) Appointment of a Responsible Financial Officer (RFO)
- (b) To consider the recommendation of the former Eastcotts Parish Council to open a bank account with Barclays Bank and agree signatories
- (c) To note the Council's insurance cover provided by Came & Company
- (d) To authorise the development of a risk register
- (e) To approve the payments (including ratification of payments by the former Eastcotts Parish Council from 1 April to 16 May 2019) according to the Approvals List
- (f) To discuss arrangements for preparing a budget for 2019/20
- (g) To consider and decide upon the appointment of contractors (*copy attached*)
- (h) To consider a proposed unmetered connection agreement with London Power Network PLC regarding the provision of street lighting (*copy attached*)
- (i) To consider and decide upon membership of the Bedfordshire Association of Town and Parish Councils.

19/0013 **Planning matters:**

- (a) To consider a policy for dealing with planning applications
- (b) To consider representation at hearings or inquiries on planning appeals
- (c) To consider planning applications submitted to the Parish Council

19/0014 **Administration:**

- (a) To note correspondence received
- (b) To agree the timetable for future meetings of the Council (draft calendar of meetings attached)
- (c) To consider the requirement for committees of the Parish Council
- (d) To consider and agree options for purchase of a domain name, website and email addresses
- (e) To consider and agree options for office space and equipment

Exclusion of the press and public

To consider exclusion of the press and public from the remainder of the meeting further to Part 1 of Schedule 12A of the Local Government Act 1972 to avoid disclosure of exempt information as defined in paragraphs 1 and 4.

19/0015 To consider matters associated with staff pensions

19/0016 To consider matters associated with staff contracts of employment

19/0017 To consider and decide upon the recruitment of a Parish Clerk

19/0018 Close

Philip Simpkins

Chief Executive

Bedford Borough Council

THE CODE OF CONDUCT
FOR BEDFORD BOROUGH COUNCIL

Part 1 General Provisions

1 Introduction and Interpretation

1.1 This Code adopted under section 28 of the Localism Act 2011 applies to **you** when you act in the capacity as a member of Bedford Borough Council.

1.2 You should read this Code together with the “Nolan” principles set out in Section 28(1) of the Localism Act 2011 (these are attached as an annex to this Code)

1.3 It is your responsibility to comply with the provisions of this Code.

1.4 In this Code -

“meeting” means any meeting of -

- (a) the Council;
- (b) the executive of the Council;
- (c) any of the Council’s or its executive’s committees, subcommittees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member and an appointed member.

2 General Obligations

2.1 You must not -

- (a) do anything which may cause the Council to breach any of the public sector equality duty under section 149 of the Equality Act 2010.
- (b) behave towards others in a way which is violent, threatening, malicious or bullying
- (c) intimidate or attempt to intimidate any person who is
or is likely to be -
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with his or her Council's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

2.2 You must not -

- (a) disclose information given you to in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -
 - (i) you have the consent of a person authorised to give it;

- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is -
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the Council; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

2.3 You -

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of the Council -
 - (i) act in accordance with the Council's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

2.4 When reaching decisions on any matter you must have regard to any relevant advice provided to you by -

(a) the Council's chief finance officer; or

(b) the Council's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

2.5 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

Part 2

Interests

3 Local Interests

3.1 You have a local interest (which is an interest other than a disclosable pecuniary interest) in any business of the Council where either -

(a) it relates to or is likely to affect -

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;

(ii) any body -

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management.

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

(Note: In paragraph 3.1 above, a relevant person is -

- (a) a member of your family or any person with whom you have a close association; or*
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;*
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
- (d) any body of a type described in sub-paragraph 3.1 (a)(i) or (ii) above.)*

4 Disclosable Pecuniary Interests

4.1 You have a disclosable pecuniary interest for those subjects in the first column below as set out in the description in the second column.

<i>Subject:</i>	<i>Description:</i>
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Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you or your partner ¹ for profit or gain.
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Sponsorship	Any payment or provision of any other financial benefit (other than from Bedford Borough Council) made or provided to you within 12 months ending with the day on which you notified the Council's Monitoring Officer of any disclosable pecuniary interests in respect of any expenses you incurred in carrying out your duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.)
Contracts	Any contract that Bedford Borough Council has with you or your partner ¹ (or a body ² in which you or your partner ¹ have a beneficial interest) provided you are aware of the interest of your partner and— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged;
Land ³	Any beneficial interest you or your partner ¹ have in land ³ which is within Bedford Borough.
Licences	Any licence you or your partner ¹ have (alone or jointly with others) to occupy land ³ within Bedford Borough for a month or longer.
Corporate tenancies	Any tenancy where to your knowledge— (a) the landlord is Bedford Borough Council; and (b) the tenant is a body in which you or your partner ¹ have a beneficial interest.

Securities ⁴	Any beneficial interest you or your partner ¹ have in securities ⁴ of a body where— (a) that body (to your knowledge) has a place of business or land within Bedford Borough and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share
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	capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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¹ your partner for this purpose includes — (i)

any spouse or civil partner you might have,

(ii) any person with whom you might be living as husband and wife, or

(iii) any person with whom you might be living with as if you and the person are civil partners.

² “Body” means a firm in which you are a partner or a body corporate of which you are a director (which includes a member of the committee of management of an industrial and provident society), or in the securities of which you have a beneficial interest.

³ “Land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

⁴ “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Market Act 2000 and other securities of any description, other than money deposited with a building society.

⁵ **Disclosure of Local and / or Disclosable Pecuniary Interests**

5.1 Subject to sub-paragraphs 5.2 to 5.5, where you have a local and / or disclosable pecuniary interest in any

business of the Council and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- 5.2 Sub-paragraph 5.1 only applies where you are aware or ought reasonably to be aware of the existence of the local and / or disclosable pecuniary interest.
- 5.3 Where you have a local and / or disclosable pecuniary interest but, by virtue of paragraph 10, sensitive information relating to it is not within copies of the register that are made available for inspection, and any published version of the register, you must indicate to the meeting that you have a local and / or disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.
- 5.4 Subject to paragraph 10.3, where you have a local and / or disclosable pecuniary interest in any business of the Council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- 5.5 In this paragraph, “executive decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

6

Executive Members at Overview and Scrutiny Meetings

- 6.1 If you have not been appointed as a member of an Overview and Scrutiny Committee you may attend meetings of such Committees to observe their proceedings but where any such committee (or any

Sub-Committee of such a Committee) is conducting business which

(a) relates to a decision made (whether implemented or not) or action taken by the Council's Executive or any of the Council's Committees, Sub-Committees, Joint Committees or Joint Sub-Committees; and

(b) at the time the decision was made or action was taken, you were a member of the Executive, Committee, SubCommittee, Joint Committee or Joint Sub-Committee concerned and you were present when that decision was made or action was taken.

you may only attend the meeting for the purpose of making representations, answering questions and/or giving evidence about the matter concerned.

⁷ **Effect of Disclosable Pecuniary Interests on Participation**

7.1 Where you have a disclosable pecuniary interest in any business of the Council -

(a) you must withdraw from the room or chamber where a meeting considering the business is being held -

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from the

Council's standards committee or the Council's monitoring officer;

- (b) you must not exercise executive functions in relation to that business; and
- (c) you must not seek improperly to influence a decision about that business.

7.2 Where you have a disclosable pecuniary interest in any business of the Council, you may attend a meeting (including a meeting of the overview and scrutiny committee of the Council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

8

Effect of Decision Maker's Conflicts of Interest

8.1 Where an executive decision maker has any conflict of interest in any business of the Council which arises from that role and attends a meeting of an Overview and Scrutiny Committee of the Council or any Sub-Committee of such a committee, they may only do so for the purpose of making representations, answering questions or giving evidence relating to that business.

Part 3

9

Registration of Members' Interests

9.1 Subject to paragraph 10, you must, within 28 days of -

- (a) this Code being adopted by the Council; or

- (b) your election or appointment to office (where that is later),

register in the Council's register of members' interests (maintained under section 29(1) of the Localism Act 2011) details of your local interests and your disclosable pecuniary interests by providing written notification to the Council's monitoring officer.

- 9.2 Subject to paragraph 10, you must, within 28 days of becoming aware of any new local interests and any new disclosable pecuniary interests or change to either any local interest or any disclosable pecuniary interest registered under paragraph (2), register details of the new interest or change by providing written notification to the Council's monitoring officer.

10

Sensitive Interests (Section 32 Localism Act 2011)

- 10.1 You have a sensitive interest (under section 32(1) Localism Act 2011) whether or not you have a local interest or a disclosable pecuniary interest and the nature of your interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected with you being subjected to violence or intimidation.
- 10.2 If you have any sensitive interest entered in the register of interests held by the Monitoring Officer, copies of the register that are made available for inspection, and any published version of the register, must not include details of your sensitive interest (but may state that you have an interest the details of which are withheld under section 32(2) Localism Act 2011).

- 10.3 If you have any sensitive interest entered in the register of interests held by the Monitoring Officer, you are not required to disclose the interest but merely the fact that you have a local interest or a disclosable pecuniary interest in the matter concerned.

THE NOLAN PRINCIPLES OF PUBLIC LIFE

Selflessness

1. Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

2. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

3. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

4. Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

5. Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

6. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

7. Holders of public office should promote and support these principles by leadership and example.

(fw010)

BEDFORD BOROUGH COUNCIL



REGISTER OF MEMBERS' INTERESTS

GUIDANCE NOTES FOR TOWN AND PARISH

COUNCILLORS ON

REGISTERING INTERESTS

UNDER THE NEW CODE OF CONDUCT

April 2015
INTRODUCTION

These Guidance Notes have been produced to help Town/Parish Councillors whose Council has adopted Bedford Borough Council's Model Code of Conduct for Town/Parish Councils with the requirements in that Code for:-

- (a) you to register your interests; and
- (b) to keep your registered interests up to date.

The form for notifying interests under the Code uses a Question and Answer format. If you answer "YES" to a question this will mean you have an interest(s) to register and should include the relevant details in the right hand box. If you answer "NO" to a question this will mean you do not have an interest to register.

The headings used in these guidance notes correspond to the registration form and it is important that you read these Guidance Notes before completing your registration form.

You must notify your interests under the new Code to the Council's Monitoring Officer within 28 days of your election to the Town/Parish Council.

You must then notify the Monitoring Officer in writing of any additions or changes to those interests within 28 days of those changes occurring so that he can keep the Council's register of interests up to date.

THE REGISTER OF INTERESTS

Under Section 29 of the Localism Act 2011, the Council's Monitoring Officer is required to establish and maintain a register of interests of Members and coopted Members of the Council. The interests which Members are required to register are set out in the Council's Code of Conduct and are divided into two categories:

Local Interests (which are non-financial) which the Council has decided to include in its code. Failure to register these would not be a criminal offence but would be a breach of the Code of Conduct.

Disclosable Pecuniary Interests which Members are required by Section 30 of the Localism Act 2011 to register. Failure to register these without reasonable excuse or to knowingly provide false or misleading information or to act recklessly as to whether the information is true and not misleading is a criminal offence punishable on summary conviction to a fine not exceeding level 5 on the standard scale (currently £5000), and/or possibly disqualification from being a Member or co-opted Member of the Town/Parish Council for up to 5 years.

The law requires the register of interests to be available for inspection at all reasonable hours and published on both the Borough and the Town/Parish Council's website (if it has one).

REQUIREMENT TO REGISTER 'PARTNERS' INTERESTS

The requirements to register disclosable pecuniary interests include in some cases, the need for a Member (where s/he is aware of them) to register the interests of their partner.

The Localism Act 2011 defines a partner as being:

- the Member's spouse or civil partner
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners.

Whilst there is no legal requirement to differentiate Members' disclosable pecuniary interests between those which relate to the Member personally and those which relate to their partner, the registration form does distinguish between the two. The reason for this is to assist Members to be aware when completing their registration form that some sections require them to include any interests of their partner.

SENSITIVE INFORMATION

The Code includes provision for the Monitoring Officer not to include "*sensitive*" information in the register of interests where you and she consider that disclosure of the details of that interest could lead to you or a person connected with you being subjected to violence or intimidation.

If you believe that any of the information you are required to register under the Code falls within this definition, and you do not wish the Monitoring Officer to include it in the register that is available for public inspection, you should provide that information to the Monitoring Officer and explain your concerns about its disclosure, including why it is likely to lead to you or a person connected to you being subjected to violence or intimidation. If the Monitoring Officer agrees, this information will not be included in the public copy of your register entry, for so long a time as it remains "*sensitive*".

FURTHER HELP

If having read the guidance notes you feel you need further clarification or information to assist you in completing your own registration form, please contact one of the following Officers:-

- Barbara Morris, Assistant Chief Executive (Law and Governance) (the Council's Monitoring Officer) (telephone (01234) 228257, e-mail barbara.morris@bedford.gov.uk)
- Lesley Blue, Manager for Members and Democratic (telephone (01234) 228819, e-mail lesley.blue@bedford.gov.uk)

A. LOCAL INTERESTS WHICH MUST BE REGISTERED

1 OUTSIDE BODY APPOINTMENTS

You must list all of the outside bodies to which you have been appointed or nominated by your Council.

2 MEMBERSHIP OF BODIES EXERCISING PUBLIC FUNCTIONS

You must give details of any body exercising functions of a public nature of which, in your own right, you are a member, or in which you hold a position of control or management.

What is “a body exercising functions of a public nature”?

The phrase “a body exercising functions of a public nature” has been subject to broad interpretation by the courts for a variety of different purposes. Although it is not possible to produce a definitive list of such bodies, here are some of the criteria to consider when deciding whether or not a body meets that definition:

- Does that body carry out a public service?
- Is the body taking the place of local or central government in carrying out the function?
- Is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- Is the function exercised under legislation or according to some statutory power?
- Can the body be judicially reviewed?

If you answer “yes” to any one of the above questions, it is likely that the body in your case is exercising functions of a public nature and that your membership or position of control/management in it must be registered.

Examples of bodies which fall within this definition include regional and local development agencies, other government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of an authority, school governing bodies.

If you need further information or specific advice on this matter, please contact the Monitoring Officer (see page 3 for details).

3 MEMBERSHIP OF BODIES DIRECTED TO CHARITABLE PURPOSES

In this section, you must give details of your membership of, or any position of general control or management you hold in, any company directed to charitable purposes, including any such company limited by guarantee. You must include any charitable company where you are a member of the Board and give details of your membership of any industrial and provident society, or any charitable organisation, including Registered Charities (either local or national).

The term “*body directed to charitable purposes*” covers organisations not falling within the legal definition of a charity. Any organisation directed towards charitable purposes (as that term is commonly understood) to any significant degree must therefore be registered. This could include for example, depending on the constitution, bodies such as Parent/ Teachers Associations, Village Hall Management Committees etc, even though such organisations may not be formally Registered Charities.

Membership of any Freemason’s Lodge(s) must also be registered under this heading together with membership of the Freemason Grand Charity. This is because part of the Freemason’s annual subscription fee goes automatically to the Freemason Grand Charity and therefore membership of the Freemasons falls within the definition “*other body directed to charitable purposes*”. This is reinforced by the United Grand Lodge of England’s description of Freemasonry as “*the UK’s largest secular, fraternal and charitable organisation*”.

You should note however that this provision does not require you to register all your shareholdings. Shareholdings with a nominal value of above £25,000 must be registered separately and you do not need to register any further such interests under this section. Similarly, you do not need to register the name of any building society in which you simply have investments or from whom you have borrowed money.

4 MEMBERSHIP OF BODIES WHICH SEEK TO INFLUENCE PUBLIC OPINION OR POLICY

You must enter details of your membership of, or any position of general control or management you have in, any political party and/or political party councillor associations, pressure group, lobbying company or other similar organisation.

You must also give details of any trade union of which you are a member, or in which you have a position of control or management.

B. DISCLOSABLE PECUNIARY INTERESTS WHICH MUST BE REGISTERED

5 EMPLOYMENT OR BUSINESS

You must enter every job you have and/or office, business, trade, profession or vocation which you carry out. You should describe your employment etc, using a short description, such as your job title (e.g. Administrative Officer), or the title of your trade (e.g. builder).

If you are employed you must give the full name of your employer or the people who have appointed you to work for them.

If you are a sole trader you must include the name of your business.

You must also enter the name of any firm(s) in which you are a partner.

You must give the **full** company name of any company or companies of which you are a **paid** Director. You must also enter these details if you are entitled to receive payment even if you do not actually receive any payment.

You do **not** need to include any companies of which you are a Director but are not entitled to payment, or only get paid expenses.

You are also required to register every job and/or office, business trade or profession etc. which your partner carries out and to provide the same level of information as set out above. A separate section has been provided on the registration form for partners interests.

6 SPONSORSHIP

You must enter the name of any individual or organisation, including your political party and/or any Trade Union (within the meaning of the Trade Union and the Labour Relations (Consolidation) Act 1992 from whom you have received any payment or other financial benefit within the previous 12 months:

- (a) towards your expenses as a Member; or
- (b) towards your election expenses)

You do **not** need to include details of any payments made to you by your Town/Parish Council or any other Local Authority of which you are a Member.

You do **not** need to include the amount of sponsorship or details of any other financial benefit received, only the name of the individual or organisation who provided it.

7 CONTRACTS

You must give brief details of any contract that your Town/Parish Council has with you personally, your partner, or any body in which either or both of you have a beneficial interest, for the provision of goods or services or to carry out works and which has not been fully discharged. You must also include the date on which the contract started.

“Body” means a firm in which you or your partner are a partner or a body corporate of which you or your partner are a director (this includes a member of the Committee of Management of an industrial and provident society), or in the securities of which you have a beneficial interest.

8 LAND

You must give details of any land **(including your home)** in the Town/Parish area in which you or your partner have a beneficial interest. This includes land which you own (whether outright or subject to a mortgage) or which you rent or lease. You should also give details of any land you are entitled to the proceeds of either directly or under the terms of a Trust.

Easements, servitudes, interests or rights over land which do not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income are excluded from the requirement to register.

The address or other description you include in the Register must be good enough for someone not familiar with the area to identify the location (e.g. you must provide the address or, for example, a map/plan identifying the land, or a map reference and/or field number).

9 LICENCES

You should give the address of any land (including any house or other premises) in your Parish which you or your partner have a licence to occupy alone or jointly with others for one month or longer.

If there is no address you should give a description of the land as suggested in paragraph 8 (ie, a map reference or field number) or provide a map/plan which identifies the land concerned.

You do not need to enter here any land or property you have already registered under paragraph 8.

10 CORPORATE TENANCIES IN WHICH YOU HAVE AN INTEREST WHERE THE TOWN/PARISH COUNCIL IS THE LANDLORD

You must give the address of any land owned by your Town/Parish Council which is let to a body in which you or your partner have a beneficial interest.

This includes any land owned by your Town/Parish Council outside its area.

11 SECURITIES

You must register any beneficial interest that you or your partner have in securities of a body where:-

- (a) that body (to your knowledge) has a place of business or land in your Town/Parish Council's area; and
- (b) either –
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth (ie 1%) of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner have a beneficial interest that exceeds one hundredth (ie 1%) of the total issued share capital of that class.

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

(mm085a)

BEDFORD BOROUGH COUNCIL

GUIDANCE FOR MEMBERS OF TOWN/PARISH COUNCILS ON DISCLOSING INTERESTS AT MEETINGS

1 Introduction

- 1.1 This guidance note has been produced to assist Town and Parish Councillors to observe the requirements of their Council's Code of Conduct for Members which relate to the Disclosure of Interests at meetings, and to highlight those circumstances in which the failure to declare Disclosable Pecuniary Interests (paragraph 4 of the Code) would, in addition to being a breach of the Code of Conduct, constitute a criminal offence.
- 1.2 This guidance does not deal with the registration of interests on which separate guidance is available.

2 Categories of Interest

- 2.1 The Council's Code of Conduct identifies two categories of interest – i.e. Local and Disclosable Pecuniary Interests:
- **Local Interests** – these are non-financial interests which the Council itself has decided Councillors must register and disclose, as necessary, at meetings. Failure to register or disclose these at meetings is not a criminal offence but would be a breach of the Council's Code of Conduct.
 - **Disclosable Pecuniary Interests** – these are financial interests which the law requires Councillors to register and disclose, as necessary, at meetings. Failure to register and/or to disclose these interests would be a breach of the Council's Code of Conduct and in some circumstances would also be a criminal offence which could, if the court so decided, result in a fine of up to £5,000 and disqualification from office for a period of up to five years.

3 Local Interests

- 3.1 You have a **local interest** in any business of the Town/Parish Council;
- (a) which relates to or is likely to affect:
- (i) any body of which you are a member or in a position of general control or management and to which you have been appointed or nominated by the Council;

(ii) any body –

- (aa) exercising functions of a public nature;
- (bb) directed to charitable purposes; or
- (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management.

or where

- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position⁽¹⁾ or the well-being or financial position of a relevant person⁽²⁾, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the Parish Council area affected by the decision.

(Notes:

- (1) *What does “affecting well-being or financial position” mean?*

The term ‘well-being’ can be described as a condition of contentedness and happiness. Anything that could affect someone’s quality of life, either positively or negatively, is likely to affect their well-being.

A local interest can affect you, your family or close personal associates positively and negatively. So if you or they have the potential to gain or lose from a matter under consideration, a local interest would need to be declared in both situations.

- (2) *a relevant person is –*

- (i) *a family member or any person with whom you have a close association⁽³⁾ ; or*
- (ii) *any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are a director;*
- (iii) *any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
- (iv) *any body of a type described in (a) above).*

(3) *Who is a member of your family or close associate?*

A member of your family should be given a very wide meaning. It includes a partner (someone you are married to, your civil partner, or someone you live with in a similar capacity), a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

A person with whom you have a close association is someone that you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts.

In considering whether someone is a “close associate” it may be helpful to ask yourself the following questions:

- How many times have I met them?*
- Where have I met them?*
- Do we regularly attend the same social events?*
- Do we know each other’s families?*
- Do we visit each other’s homes?*
- Do we have regular business dealings?*
- Do we work for the same organisation?*
- Are we close or connected in other ways?*

- 3.2 The Code of Conduct requires that Local Interests must be declared at a meeting before the item of business to be considered is discussed, or otherwise as soon as the interest becomes apparent. If your interest is a local interest then having declared that interest you may remain in the meeting, participate in the discussion, and vote on the business concerned.
- 3.3 In relation to your membership of other bodies (see (i) and (ii) in paragraph 3.1 above) the words “relate to” (see 3.1 (a) above) should be taken as requiring you to disclose a local interest in any business which includes discussion about the business affairs or work of that organisation or entails the making of a recommendation or decision which will have a direct impact on the organisation concerned.
- 3.4 Where your local interest in a matter arises under (b) above (ie impact on the wellbeing or financial position of yourself or a relevant person), this will require you to exercise judgement as to whether your interest

in the item of business concerned is a local interest or a disclosable pecuniary interest. Council business which directly affects (whether beneficially or otherwise) any pecuniary interests which you are required by law to register or disclose at a meeting, will give rise to a Disclosable Pecuniary Interest (eg if it will directly impact on you (or your partner's) employment or business, land within the Borough in which you or your partner have a beneficial interest or a licence to occupy, or a contract your partner's company has with the Council). Circumstances may arise where the impact of Council business on your partner's and potentially your pecuniary interests may be less obvious – for example the impact of a policy decision.

- 3.5 The requirement to disclose a local interest at a meeting only applies to the local interests that you are required to register under the Code of Conduct, and otherwise where you are aware or ought reasonably to be aware of the existence of the interest.
- 3.6 If you have a local interest which is a “sensitive interest” (this is an interest which the Council’s Monitoring Officer has agreed not to include in the publicly available register of interests because its disclosure could lead to you or a person connected with you being subject to violence or intimidation) you do not need to disclose the sensitive information, but you do need to disclose that you have a local interest in the matter concerned.

4 Disclosable Pecuniary Interests

- 4.1 Disclosable Pecuniary Interests are defined by law and are as follows:

Subject:	Description:
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you or your partner ¹ for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from your Town/Parish Council) made or provided to you within 12 months ending with the day on which you notified Bedford Borough Council’s Monitoring Officer of any disclosable pecuniary interests in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

Contracts	Any contract that the Town/Parish Council has with you or your partner ¹ (or a body ² in which you or your partner ¹ have a beneficial interest) provided you are aware of the interest of your partner and – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged;
Land ³	Any beneficial interest you or your partner ¹ have in land ³ which is within the Town/Parish Council area.
Licences	Any licence you or your partner ¹ have (alone or jointly with others) to occupy land ³ within the Town/Parish Council area for a month or longer.
Corporate tenancies	Any tenancy where to your knowledge – (a) the landlord is the Town/Parish Council; and (b) the tenant is a body ² in which you or your partner ¹ have a beneficial interest.
Securities ⁴	Any beneficial interest you or your partner ¹ have in securities of a body where – (a) that body (to your knowledge) has a place of business or land within the Town/Parish Council area and (b) either- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

¹ “Partner” for this purpose includes –

- (i) any spouse or civil partner
- (ii) any person with whom you might be living as husband and wife, or
- (iii) any person with whom you might be living with as if you and the person are civil partners.

² “Body” means a firm in which you are a partner or a body corporate of which you are a director

(this includes a member of the committee of management of an industrial and provident society), or in the securities of which you have a beneficial interest.

³ “Land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

⁴ “Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

4.2 Disclosable Pecuniary Interests must be notified to the Monitoring Officer within 28 days of a Member’s election to the Council and must be kept up to date. Separate guidance is available on registering interests.

4.3 The Council’s Code of Conduct requires you to disclose the nature and existence of any Disclosable Pecuniary Interest which you are aware that you have in a matter to be considered at a meeting before the item of business concerned is discussed or otherwise as soon as the interest becomes apparent, and

4.4 Once you have disclosed a Disclosable Pecuniary Interest, you must

(a) if your Town/Parish Council’s Standing Orders require you to do, withdraw from the room where the meeting considering the business is being held –

(i) in a case where paragraph 4.5 below applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from the Town/Parish Council;

(b) not to seek to improperly influence a decision about that business.

4.5 Where you have a Disclosable Pecuniary Interest in any business of the Council, you may attend a meeting for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. You must however disclose that interest in the normal way and must leave the meeting room immediately after you have made representations/answered questions/given evidence.

- 4.6 Failure to declare a Disclosable Pecuniary Interest and leave the meeting room whilst the business is being considered would constitute a breach of the Council's Code of Conduct.
- 4.7 In addition, failure to disclose at a meeting a Disclosable Pecuniary Interest which has not been entered in the Council's register of interests, or has not been notified in writing to the Monitoring Officer prior to the meeting for inclusion in the register, is also a criminal offence.

5. Dispensations

- 5.1 In some circumstances the Town/Parish Council may be able to grant dispensations to enable Councillors to participate in the discussion of a matter in which they have a Disclosable Pecuniary Interest and/or to vote on the matter. Applications for dispensations should be made in writing to the Town/Parish Council Clerk.
- 5.2 Dispensations may be granted if, after having had regard to all relevant circumstances, the Town/Parish Council (or the Clerk if they have been authorised to grant dispensations in any of these circumstances) as appropriate:-
- (a) considers that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - (b) considers that without the dispensation the representation of different Political Groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - (c) considers that granting the dispensation is in the interests of persons living in the Council's area;
 - (d) considers that it is otherwise appropriate to grant a dispensation.
- 5.3 A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- 5.4 Whilst the Town/Parish Council Clerk may be able to deal with applications for dispensation delegated to him/her to determine fairly quickly, applications for dispensation which need to be determined by the Parish Council may require a special meeting to be convened and a longer period of time will therefore be required to deal with those applications. It is therefore particularly important that applications for

dispensation are made in sufficient time to enable them to be dealt with before the item of business concerned is to be dealt with.

- 5.5 if you seek a dispensation, you should be advised of the outcome in writing. If you are granted a dispensation, you will still need to disclose the existence and nature of your Disclosable Pecuniary Interest but should also disclose that you have been granted a dispensation to participate/ vote as appropriate. This will then be recorded in the minutes of the meeting concerned.

6. Further Information and Guidance

- 6.1 If you are uncertain about whether you have a Local or Disclosable Pecuniary Interest in an item of business, you should contact the Clerk to your Council for advice prior to the meeting. The Monitoring Officer at Bedford Borough Council will also be happy to deal with any queries arising from this guidance or provide more information/guidance generally about the disclosure of Local and Disclosable Pecuniary Interests.

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(mm098)

Cotton End Parish Council

STANDING ORDERS 2019

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1. **RULES OF DEBATE AT MEETINGS**

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

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke; iii. to make a point of order; iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final. r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not 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) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his 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 his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the ViceChairman 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 he gave an original vote.**

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

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

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

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

- **u A councillor or a non-councillor with voting rights who has a disclosable**
- **pecuniary interest or another interest as set out in the Council's code of**
- **conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- **w If a meeting is or becomes inquorate no business shall be transacted and**
 - **the meeting shall be closed. The business on the agenda for the meeting shall**
 - **be adjourned to another meeting.**
- x A meeting shall not exceed a period of 2 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 noncouncillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

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

5. ORDINARY COUNCIL MEETINGS

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

of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been reelected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Receipt of the minutes of the last meeting of a
 - committee; iv. Consideration of the recommendations made by
 - a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff
 - and other local authorities; vi. Review of the terms of reference for
 - committees; vii. Appointment of members to existing committees; viii.
 - Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;

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

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal**

data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

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

12. DRAFT MINUTES

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

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

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

- e If the Council's gross annual income or expenditure (whichever is

- higher) does not exceed £25,000, it shall publish draft minutes on a
- website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or subcommittee for which the dispensation is required **h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or iii. it is otherwise**
- appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;** vi. hold acceptance of office forms from councillors; vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

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

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date; iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls; ii.
 - the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact

the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION** (Below is not an exclusive list).

See also standing order 11.

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

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



COTTON END PARISH COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 16th May 2019

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 and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts,

Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

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

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

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

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

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

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

1.14. In addition the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [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
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital

receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].

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

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 £500;
 - the Clerk, in conjunction with Chairman of Council, for any items below [£500].

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

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 in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform

Council of any changes impacting on its 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 [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

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 regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council]. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [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 authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been

received, carried out, examined and represents expenditure previously approved by the council.

- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records,

shall be approved in writing by a Member.

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, 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 [.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council 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 [the RFO][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 [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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] [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any

superseding legislation.

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

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 promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 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 and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or

more, the council shall comply with the relevant requirements of the Regulations¹.

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ² [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

² Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of

quote who was present when the original decision making process was being undertaken.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

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

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 Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. 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.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [CHARITIES]

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 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.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

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Agenda Item no. 10

Report of the Interim Parish Clerk

1. Background to the Parish Split

- 1.1 The former Eastcotts Parish Council ceased operating on 31 March 2019 following a review of community governance arrangements by Bedford Borough Council. This reviewed the existing parish arrangements and recommended the creation of two separate Parish Councils to represent the areas of Cotton End and Shortstown with effect from 1 April 2019.
- 1.2 Bedford Borough Council appointed Helen Fudge (Director of Local Council Support Associates Limited) to work with the former Eastcotts Parish Council to prepare for the parish split. Eastcotts Parish Council established an Implementation Committee (comprising of Parish Councillors from the former Parish Wards of Cotton End and Shortstown) to recommend the way in which the property, rights and liabilities, contracts, deeds, bonds, agreements, licences and any other documents should transfer to the incoming parishes. This process included consideration of the Council's human resources.
- 1.3 The approach followed The Local Government (Parishes and Parish Council) (England) Regulations 2008 and The Transfer of Undertakings (Protection of Employment) Regulations 2006 (known as TUPE).
- 1.4 The Implementation Committee considered the detailed requirements and made a series of recommendations to the former Eastcotts Parish Council. The recommendations were then considered by Eastcotts Parish Council and these now stand referred to the new Parish Councils. An overview of all of the recommendations made to the incoming Cotton End Parish Council is available from the Interim Parish Clerk. It is not possible to consider all of these in depth at the Council's inaugural meeting; so this report provides information on the key points.

2. Assets and Liabilities

- 2.1 The assets and liabilities transferred to Cotton End Parish Council on 1 April 2019 are listed at Appendix A of this report and the deeds and other documents that were transferred are set out at Appendix C (the lettering of the appendices are as used by Eastcotts Parish Council). The deeds and other documents are currently held in Shortstown Parish Council's fire safe and Cotton End Parish Council will need to arrange a date with Shortstown Parish Council's Clerk for these documents to be provided (when a suitable storage arrangement can be made).

3. Contracts

- 3.1 The contracts that were held by the former Eastcotts Parish Council all had an end date of 31 March 2019, except one with BT which was transferred into Shortstown Parish Council's responsibility from 1 April 2019 to allow continuity of use of the existing number, broadband service etc by Shortstown Parish. A contract that was held with E.on in respect of street lighting was terminated on 31 March 2019 when, to ensure continuity of supply, new contracts were prepared in the name of each new Parish Council. An overview of all recommendations by the former Eastcotts Parish Council for services potentially required by Cotton End Parish Council is set out at agenda item no. 12(g) regarding the appointment of contractors.

4. Staff

- 4.1 Following a TUPE consultation process, the employment of the former Clerk of Eastcotts Parish Council transferred to Shortstown Parish Council on 1 April 2019. This resulted in no staff transferring into the employment of Cotton End Parish Council so; following preliminary consultation with the Councillors from Cotton End, an interim arrangement is proposed (agenda item no.s 15, 16 & 17 refer).

Street	Furniture	Locations/Details/Remarks	Purchase price	Location/Details/Remarks
1	Parish Noticeboard	Wood Lane, Cotton End	£750.00	Noticeboard purchased and installed 03/08. Refurbished 04/0
5	Wooden benches	Cotton End	£1,399.98	Situated: 2 in Bunkers Drive, 2 play areas CEVH £150 each 2 x QE 11 Golden jubilee commemorative benches 2 08/12 1 CEVH 11/12 £399.99 each
3	Plastic litter bins	Cotton End	£1,050.00	Situated at the bus stop, play area, corner of Meeting Close/Wood Lane. Price includes installation. £350 each
4	Dog bins	Cotton End	£1,000.00	Situated at the village hall entrance replaced June 2015, playing field, end of Wood Ln & near noticeboard. Price plus installation. £250 each
1	Litter bin	Trow Close area	£417.60	Adopted January 2013 Phoenix Litter Bin
1	Bench	Trow Close area	£350.00	Adopted January 2013 Litter bin
1	Wooden bench	A600 Bus Stop opposite school	£300.00	Adopted February 2019 Cody's commemorative bench paid from Borough Councillor's ward fund

Appendix A

Cotton End

Register of Assets updated January 2019

2	Dog bins	Shocott Spring Wood	£500.00	1 situated at original entrance, 1 located 04/09 at new Cotton End entrance £250 each
		SUB-TOTAL	£5,767.58	
Play	Equipment	Location		Details/Remarks
	Playground Equipment	Cotton End Village Hall	£22,190	Weekly inspection. Quarterly equipment inspection. Annual safety inspection. Consists of 2 cradle swings, 2 junior swings and action multi-play unit. 1 large springer installed 07/06.
	Playground Equipment	Cotton End Village Hall	£6,015.40	Purchase & installation cost 8/09. 4 new items: Orbiter roundabout, tyre crossing, chain walk, wobble log.
	Adventure play equipment	Cotton End Village Hall	£63,500	Purchase & installation cost 6-7/10. Playbuilder/S106 funded, PC contribution £2,500. Cableway, Hurricane swing, Pendulu basket-seat swing, banister slide, Eclipse Reactions unit, Moonwalker roundabout, Ball Wall, natural play elements, safety surfaces.
	MUGA	Cotton End Village Hall	£22,000	Purchase & installation cost 7/10. S106 funded. Wildcats Premier Multi-sport system.
1	Five-a-side goalposts	Cotton End Village Hall	£680.00	Installed 05/12
1	Fencing	Cotton End Village Hall	£6,432.00	Installed March 2012 part funded s106 VAT claim & grant application
1	Playground Equipment	Cotton End Village Hall	£733.50	Ark Enclosed Springer installed 10/15

1	Playground Equipment	Cotton End Village Hall	£3,592.80	Posts & Steel panels installed 10/15
1	Playground Equipment	Cotton End Village Hall	£593.10	Shaker installed 10/15

1	Playground Equipment	Cotton End Village Hall	£323.10	Chunky Nought & Crosses installed 10/15
6	Playground Equipment	Cotton End Village Hall	£660.00	Steel posts installed 10/15
1	Playground Equipment	Cotton End Village Hall	£2,474.35	Essential mini Titan yellow installed 10/15
1	Playground Equipment	Cotton End Village Hall	£1,269.00	Rota Roka installed 10/15
1	Playground Equipment	Cotton End Village Hall	£2,056.50	Nexus big slide installed 10/15
1	Playground Equipment	Cotton End Village Hall	£5,953.50	3.0 meter cone climber installed 10/15
1	Playground Equipment	Cotton End Village Hall	£1,270.80	Nexus freeride installed 10/15
2	Playground Equipment	Cotton End Village Hall	£449.28	Ekeby Picnic table installed 10/15
4	Playground Equipment	Cotton End Village Hall	£659.52	Ekeby bench installed 10/15
1	Playground Equipment	Cotton End Village Hall	£1,098.20	2.4 Olympic 2 seat swing with flatt assy ESS installed 10/15
1	Playground Equipment	Cotton End Village Hall	£1,120.32	Outdoor table tennis with net installed 10/15
1	Playground Equipment	Cotton End Village Hall	£1,421.22	Carriage 10/15
37	Playground Equipment	Cotton End Village Hall	£1,115.55	Grassmatt surfacing flame retardent installed 10/15
1	Playground Equipment	Cotton End Village Hall	£518.00	Install 37 safety grass mats 10/15
1	Playground Equipment	Cotton End Village Hall	£595.80	removal works and reinstall trail items 10/15
1	Playground Equipment	Cotton End Village Hall	£5,386.00	Install play equipment into soft dig 10/15

1	Playground Equipment	Cotton End Village Hall	£9,737.38	Install safety surfacing baseworks, edging 10/15
1	Playground Equipment	Cotton End Village Hall	£10,565.50	Supply and lay wetpour 10/15

1	Playground Equipment	Cotton End Village Hall	£497.00	Self Closing gate installed 10/15
1	Playground Equipment	Cotton End Village Hall	£94.00	Fencing to self closing gate installed 10/15
1	Playground Equipment	Cotton End Village Hall	£319.00	Safety surface and widen path to accommodate all abilities 10/15
1	Playground Equipment	Cotton End Village Hall	£1,502.50	Groundworks create landscaped mound 10/15
1	Playground Equipment	Cotton End Village Hall	£742.00	Install play equipment reinstall existing equipment 10/15
1	Playground Equipment	Cotton End Village Hall	£1,145.88	Install safety surfacing on existing roundabout 10/15
1	Playground Equipment	Cotton End Village Hall	£1,010.00	Install wet pour on existing roundabout 10/15
1	Playground Equipment	Cotton End Village Hall	£619.20	Play Tronic Cuckoo Clock 10/15
2	Playground Equipment	Cotton End Village Hall	£250.00	Flat seat for Olympic swing 10/15
2	Playground Equipment	Cotton End Village Hall	£114.00	Swing chains 10/15
4	Playground Equipment	Cotton End Village Hall	£28.00	Shackles for swings 10/15
4	Playground Equipment	Cotton End Village Hall	£12.00	Oilite brushes 10/15
	Playground Equipment	Cotton End Village Hall	£196.00	Paint existing equipment 10/15
	Playground Equipment	Cotton End Village Hall	£2,040.00	Refurbishment of exisitn climbing unit and cradle swing 10/15
	Playground Equipment	Cotton End Village Hall	£2,040.00	Refurbishmeng of swings

3	Playground Equipment	Trow Close Play Area		Adopted January 2013 3no Step Bollards (Miracle) no purcha price, 1 Spring platform (Miracle) Multi Bouncer
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1	Playground Equipment	Trow Close Play Area	£355.00	Adopted January 2013 Plastic Crocodile (Miracle)
1	Fencing	Trow Close Play Area		Adopted January 2013 Fences (Knee Rail) No purchase price
1	Playground Surface	Trow Close Play Area		Adopted January 2013 No purchase price
		SUB-TOTAL	£183,375.40	
Bus	Shelters			
1	Bus Shelter	Cotton End	£1,500.00	A600 Located opposite the Harrows pub site.
1	Bus Shelter	Cotton End	£5,952.00	A600 opposite The Bell Public House Includes installation £1,632, bench £360
		SUB-TOTAL	£7,452.00	
Traffic	Calming Devices			
2	SIDS	Cotton End each end village A600	£9,000.00	Purchased in 2008 through Bedford Borough Council
		SUB-TOTAL	£9,000.00	
Street	Lights			
1	5m Steel Column street light	Street light 35 Watt SOX	£1,000.00	C1 Wood Lane
1	5m Steel Column street light	Street light 35 Watt SOX	£1,000.00	C3 Wood Lane
1	5m Concrete Column street light	Street Light 80 Watt MBFU	£1,000.00	C1 Bunkers Drive

1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC2 Garage Area
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1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC3 Bunkers Drive opp No 9
1	5m Steel Column street light	Street Light 23 Watt LED	£1,000.00	PC4 Bunkers Drive o/s 14
1	5m Steel Column street light	Street Light 23 Watt LED	£1,000.00	PC5 Bunkers Drive o/s 8
1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC1 Meeting Close o/s 1
1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC2 Meeting Close o/s 3
1	5m Steel Column street light	Street Light 23 Watt LED	£1,000.00	PC3 Meeting Close o/s 13
1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC4 Meeting Close F/P r/o 13
1	Pole Bracket street light	Street Light 80 Watt MBFU	£1,000.00	C1 Bell Lane
1	5m Steel Column street light	Street Light 70 Watt SON	£1,000.00	C1 CE Village Hall
1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC1 The Crescent o/s 8
1	5m Concrete Column street light	Street Light 23 Watt LED	£1,000.00	PC2 The Crescent o/s 3
1	5m Steel Column street light	Street light 35 Watt SOX	£1,000.00	C2A Hall Way
1	5m Steel Column street light	Street light 35 Watt SOX	£1,000.00	C2B Hall Way

		SUB TOTAL	£17,000.00	
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		<u>TOTAL INSURED ASSETS</u>	<u>£222,594.98</u>	
	Land Owned			
1	Playing Field	Large playing field including Zip wire, MUGA, various play equipment		Cotton End Village Hall, Wood Lane Cotton End MK45 3AV
1	Small play area	Small play area few pieces of equipment		Trow Close Cotton End MK45
1	Hedges	Hedges CEVH Wood Lane side only		Cotton End Village Hall, Wood Lane Cotton End MK45 3AV
1	Small grassed area	Triangular piece of land High Road end of Wood lane with Noticeboard		Wood Lane Cotton End MK45
1	Small car park	Small car park		Cotton End Village Hall, Wood Lane Cotton End MK45 3AV

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Appendix C – Deeds & Other Documents

For transfer to Cotton End

Park Woodfines Adoption of play area Trow Close Cotton End [03.09.2013]

Trust Deed for Cotton End Village Hall [09.06.1952] between Cotton End Youth Club, Cotton End United Football Club, Women's Institute and Eastcotts Parish Council

Conveyance HC Janes Ltd and Eastcotts Parish Council [19.06.1967] Freehold land fronting High Road and Wood Lane Cotton End

Land Registry Completion of Registration [02.11.2006] Land North side of Hall Way with Eastcotts Parish Council

Conveyance of Land in Eastcotts, Cotton End Village Hall Charity Number 300019

Eastcotts Parish Council and Trustees of Eastcotts Village Hall Lease of CEVH for 99 years [1980]

Copy of Deed to both Shortstown and Cotton End

National Playing Fields Association Deed of Dedication relating to land in Eastcotts Shortstown Village Hall, Cotton End Village Hall, Concorde Shortstown playing fields [19.11.2008]

Agenda Item no. 11

Report on a “Section 99” Agreement with Shortstown Parish Council

1. When new Parish Councils have been affected by a parish split following a Community Governance Review, the new parishes can decide to make a legal agreement with each other about matters arising during the split. This type of agreement is known as a “Section 99 Agreement” (because the legal basis for this type of agreement is provided by Section 99 of The Local Government and Public Involvement in Health Act 2007). The purpose of a Section 99 Agreement is to provide clarity about key aspects of the parish split and to formalise agreement between the two new Parish Councils.
2. There is no requirement for new parish councils to make a Section 99 Agreement but they can choose to do so if they wish to provide greater clarity about any property, rights, liabilities and expenses or financial relations between the two councils arising from the split. There are legal and administrative costs associated with making an agreement and these would need to be funded by the new councils.
3. The process of preparing for the parish split involving the abolition of the former Eastcotts Parish Council and the creation of the new Parish Councils of Cotton End and Shortstown was completed amicably and, as at 25 March 2019, there were no identifiable matters which might require an agreement causing concern to either party. The former Eastcotts Parish Council considered whether a Section 99 Agreement might be necessary. Councillors from both Cotton End and Shortstown were consulted on their views and the Council concluded that, in the circumstances of the split, it did not think that the new parishes would need to make a Section 99 Agreement. The wording of the Council’s formal recommendation on this point is set out below:

Recommended that the future Parish Councils for Cotton End & Shortstown accept the agreed division of any property, income, rights, liabilities and expenses (so far as affected by the Reorganisation Order); and any financial relations between the Councils.

Agenda Item no. 12(g)

Report on Recommendations regarding the Appointment of Contractors

1. The former Eastcotts Parish Council made a series of recommendations about the future of the contracts it held. The table below outlines those which relate (or potentially relate) to Cotton End Parish Council.

Service	Minute Reference	Recommendation
Contracts re. BT	Council 11/2/19 Minute no. 14(i)	Recommendation that the EPC contract with BT novates to Shortstown PC from 1/4/19 & a new contract is set up by Cotton End PC when a Parish Clerk is recruited
Mobile 'Phone	Council, 11/2/19 Minute no. 14(ii)	Recommendation that a mobile phone is purchased for use by Cotton End Parish Council between 1 April 2019 & the introduction of a new telecoms contract (see above)
Payroll & LGPS Membership	Council, 11/2/19 Minute no. 14(iii)	Recommendation that Cotton End Parish Council considers use of a payroll service (Bedford Borough have since confirmed that they will offer this service / HF can provide contact) and membership of the LGPS when a Parish Clerk is recruited
Contracts re. street light maintenance, grass cutting, litter picking, play inspection & ad hoc maintenance of play equipment	Council 11/2/19 Minute no.s 14(iv) to 14(viii)	Recommendations that the new Parish Council considers its requirements and sets up new contracts as appropriate from 1/4/19 except for litter picking as alternative approach envisaged
Contracts re. Conquest Wildman Office 365 / support	Council 11/2/19 Minute no. 14(ix)	Recommendation that the contract with Conquest Wildman for Office 365 programme & support novates to Shortstown Parish Council
Contracts re. E.on	Council 25/2/19 Minute no. 4	EPC requested Parish Clerk to set up new contracts in the name of each new Parish from 1/4/19.

Insurance	Council 11/3/19 Minute no. 8(d)	EPC resolved to accept an insurance quotation by Came & Company for a period of 1 year commencing on 1 April 2019 for Cotton End PC of £1,488.76 (Cheque no. 3131 raised in respect of this)
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Service	Minute Reference	Recommendation
Continuity of Services (street lighting & grass cutting)	Council 11/3/19 Minute no 11(a)	<ul style="list-style-type: none"> - 2018/19 Accounts would allow for E.on invoice for supply used to 31/3/19 - New account with E.on to be set up from 1/4/19 in name of Cotton End PC (Christine Chapman has been addressing this in interim) - EPC resolved to commission one grass cut between 1 April 2019 & the date of the inaugural meeting of the new Council. Separate invoices requested, one of which to be sent to Cotton End Parish. - New Parish Council will be responsible for organising cuts after May 2019.

THIS AGREEMENT is made this

BETWEEN :

(1) London Power Networks plc Company Number 03929195
Newington House
237 Southwark Bridge Road
London
SE1 6NP

("The **Company**")

AND

(2) Cotton End Parish Council
7 Manor Way
Cotton End
Bedford MK45
3AH

("The **Customer**")

In consideration of the payment of its charges the Company agrees to the Connection of the Customer's Unmetered Installations to its Distribution System on the terms and conditions set out in National Terms of Connection (available by internet at www.connectionterms.co.uk or on request in writing to Energy Networks Association, 4 More London Riverside, London, SE1 2AU) which may be varied from time to time, and the Schedules to this Agreement (collectively being the "**Terms and Conditions**").

The Customer confirms that he has read and fully understands all of the Terms and Conditions. In entering into this Agreement the Customer understands that he shall be bound contractually by the **Terms and Conditions** on and from the commencement of this Agreement.

Subject to the **Terms and Conditions**, the Agreement shall remain in full force and effect on and from the commencement of this Agreement until terminated in accordance with its terms.

Expressions used in this Agreement have the same meaning as in the Terms and Conditions. **IN**

WITNESS WHEREOF this Agreement has been signed as follows:-

SIGNATURE:

PRINT NAME:

DATE:

FOR the Customer

FOR London Power Networks plc

Agreement / Inventory Reference



SCHEDULE 1 CHARACTERISTICS OF SUPPLY AT EACH CONNECTION POINT

The electricity delivered at each Connection Point through the Company's Distribution System will, unless otherwise agreed, have the following characteristics:

Phase:	Three or single
Current:	Alternating
Voltage:	400 Volt three phase or 230 Volt single phase
Frequency:	50 Hertz
Maximum Prospective Short-Circuit Current Rating:	230V single phase connection - 16kA 230/400V three phase connection - 25kA

SCHEDULE 2 ADDRESSES FOR SERVICE OF NOTICES

COMPANY DETAILS

Agreements Manager,
Unmetered Supplies
UK Power Networks, Energy House, Carrier Business Park,
Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX

Facsimile number: 01293 577777

The Principal Solicitor
UK Power Networks, Energy House, Carrier Business Park,
Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX

Facsimile number: 01293 509474

CUSTOMER DETAILS

To be provided in this Schedule 2 by the Customer in accordance with this Agreement and the Terms and Conditions.

Customer Name : Cotton End Parish Council

Address : 7 Manor Way
Cotton End
Bedford
MK45 3AH

For the attention of : Angela Stimson

Facsimile number : 01234 tba

Agenda Item no. 14(b)

Draft Calendar of Meetings for 2019/20

1. Further to consultation with the Parish Councillors representing Cotton End, the former Eastcotts Parish Council recommended that the following calendar of meetings be approved in respect of Cotton End Parish Council with meetings commencing at 7.30pm at the Baptist Church Hall in Cotton End:

Thursday, 16 May 2019

Thursday, 13 June 2019

Thursday, 11 July 2019

Thursday, 8 August 2019

Thursday, 12 September 2019

Thursday, 10 October 2019

Thursday, 14 November 2019

Thursday, 12 December 2019

Thursday, 9 January 2020

Thursday, 13 February 2020

Thursday, 12 March 2020

