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Annual Council Meeting Minutes

held on

4th May 2021 via Zoom

Present

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Mandy Lester

Councillor Jan Maddern

Councillor Steve Roberts

In Attendance

2 Members of the public (for part of the meeting)

Nikki Bugden (Clerk)

Meeting Commenced at 8.02pm

21/001/ACM Election of Chairman

Resolved, proposed Cllr Maddern, seconded Cllr Briggs that Cllr Lisa Bayley be elected as Chairman. Unanimous decision.

21/002/ACM Signing of Declaration of Acceptance of Office for Chairman

Declaration signed on camera.

21/003/ACM Election of Vice-Chairman

Resolved, proposed Cllr Bayley, seconded Cllr Lester that Cllr Jan Maddern be elected as Vice-Chairman. Unanimous decision.

21/004/ACM Signing of Declaration of Acceptance of Office for Vice-Chairman

Declaration signed on camera.

21/005/ACM Apologies

Cllr Tout absent.

21/006/ACM Interests

Review of members' pecuniary and disclosable interests.

Outstanding forms to be sent to clerk.

To receive any declarations of interest for items on the agenda or requests for dispensation.

Cllr Maddern, Cllr Briggs (Willows Residents Association grant application)

Cllr Briggs (Milbor planning application)

21/007/ACM Minutes

To confirm the Minutes of the following as a true and accurate record of proceedings.

- 13th May 2019 ACM
- 12th April 2021

Resolved, Proposed Cllr Bayley, seconded Cllr Maddern that the minutes be confirmed as a true and accurate record of proceedings and will be duly signed at an appropriate time. Unanimous decision.

21/008/ACM Public Issues/Participation

Cllr Maddern and Cllr Briggs were moved to the waiting room at this juncture.

A representative from the Willows Residents Association presented the grant requested under item a below.

Another representative from the Willows Residents Association presented the grant requested under item b below.

Both parties answered questions arising from Cllrs in relation to the submitted applications.

21/010/ACM To consider the grant requests received from Willows RA

a. £300 Fencing Repairs (Appendix 1)

Resolved, proposed Cllr Lester, seconded Cllr Roberts that NMPC award a grant of £300 to WRA as contribution to the emergency fence repairs under the terms of the NMPC grant and donation policy. No liability in relation to these works to be held by NMPC. Public Liability insurance is held by the association. Majority decision.

b. Up to £1000 Noticeboard Replacement (Appendix 2)

Since submitting their application to replace the vandalised noticeboard Willows RA have received notification of their potential eligibility under the Dacorum Borough Council Community Grant Scheme.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC defer consideration of this application until after the outcome of the Dacorum Borough Council application is known. Unanimous decision.

Cllr Maddern and Cllr Briggs were re-admitted to the meeting.

21/009/ACM To ratify all decisions made at the April meeting

Clerk explained the recent information received relating to the public mourning days for HRH The Prince Philip and the posting of agendas.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that all decisions made at the April council meeting as listed in the appropriate minutes be ratified. Unanimous decision.

Committees & Working Groups

21/010/ACM Review of Committees, membership of those Committees, including election of Chairman.

Personnel

a. Elect Chairman

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that Cllr Steve Roberts be elected Chairman Personnel. Unanimous decision.

b. Elect Vice-Chairman

Resolved, proposed Cllr Roberts, seconded Cllr Maddern that Cllr Michele Berkeley be elected Vice-Chairman Personnel. Unanimous decision

c. Review membership

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the following members be agreed, Cllrs Roberts, Berkeley, Bayley, Maddern, Briggs. Unanimous decision

Working Groups (see attached list) (Appendix 3)

a. Approve leads and membership.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the following working groups be disbanded as no longer required Christmas Lights, Communications, Local Plan, Polices & Procedures. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the remaining groups, leads, and membership remain unchanged. Clerk to circulate updated list. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that the Website enhancements group be renamed IT Working Group and that the membership be the Clerk, Cllr Briggs, Cllr Roberts, Cllr Cobb, Cllr Lester. Unanimous decision.

Clerk reminded council that the agreed quorum is 3 for all working groups and that the agreed membership was no less than 4.

21/011/ACM Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.

a. NMPC Scheme of delegation (adopted April 2020)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the scheme be adopted. Unanimous decision.

21/012/ACM Review of representation on or work with external bodies and arrangements for reporting back

a. Nash Mills Village Hall Association (NMVHA).

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that Cllr Cobb remain as the NMPC representative on the Village Hall committee. Unanimous decision.

Meeting suspended at 21.06 for a short comfort break and recommenced 21.12.

Planning& Consultations

21/013/ACM Planning

To consider the Parish Council's response to the following planning applications or requests for consultation received since last meeting up to 27th April 2021.

Cllr Briggs was moved to the waiting room for the first item.

Clerk presented the revised drawings and amendments to the previous objection.

[21/00855/DRC | Details as required by conditions Milbor Engineering Hemel Hempstead Ltd](#)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that NMPC submit an objection to this application. The grounds being that NMPC would like to secure a guarantee that all boundary fences will be replaced. Currently a small section (marked in green on the drawings) would only be replaced should the developer deem it necessary. Majority decision.

Cllr Briggs was re-admitted to the meeting.

[21/01678/FHA | Proposed roof level garage conversion 14 Butterfly Crescent](#)

Resolved, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection to this application. Unanimous decision.

To consider any planning applications received during the period 27th April- 4th May 2021. None received.

21/014/ACM Development Management Committee

To approve the DMC attendee list for May-Dec (Appendix 4)

Cllr Maddern advised that there may be some confusion regarding the dates downloaded from the Dacorum Borough Council website as the scheduling had since been amended.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the clerk obtains the dates from DBC, confirms availability with Cllrs and document will then be taken as adopted. Unanimous decision.

Financial & Audit

Presented by Cllr Maddern

21/015/ACM To review, and if agreed, authorise payments in accordance with the budget (Appendix 5)

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the payments listed below be duly authorised. Unanimous decision.

Payee	Description	Amount	Vat	Amount
NET STAFF SALARIES/HMRC	May Salaries and HMRC	£ 1,883.56		£ 1,883.56
LGPA	pension	£ 360.60		£ 360.60
Vodafone	Clerk's Mobile	£ 14.06	£ 2.82	£ 16.88
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.00	£ 3.60	£ 21.60
clerk expenses	Zoom May	£ 11.99		£ 11.99
AMS	Deposit CCTV	£ 8,389.55	£ 1,677.91	£ 10,067.46
Office depot	Ink/Paper	£ 19.26	£ 3.85	£ 23.11

MC	Magazine Delivery	£ 120.00	£ -	£ 120.00
Came & Co	Insurance Renewal	£ 736.21		£ 736.21
Total		£ 11,605.83	£ 1,698.70	£ 13,304.53

21/016/ACM Audit Actions

- a. To receive the asset register up to 22nd April 2021. (Appendix 6)

Resolved, proposed Cllr Maddern, seconded Cllr Lester that the asset register (£16231.99 22/4/2021) be received. Unanimous decision.

- b. To receive the updated earmarked reserves figure. (Appendix 7)

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the earmarked reserves figure (£100642.86) be received. Unanimous decision.

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that items c-g inclusive be deferred until the auditor is finished. Unanimous decision

- c. To receive the Internal Auditors Report for 2020/21 (Appendix 8)
- d. To review and, if agreed, sign the Annual Governance Statement (Section 1) (Appendix 9)
- e. To review and, if agreed, sign the Accounting Statement (Section 2) (Appendix 10)
- f. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 15th June 2020-Friday 24th July 2021 (Appendix 11)
- g. To note that the clerk will now submit all completed audit documentation to the external auditor. 'Wet' signatures will be obtained to comply with the regulations.
- h. Confirmation of arrangements for insurance cover in respect of all insurable risks (3-year Long Term Agreement with Came & Co) (Appendix 12)
- Resolved**, proposed Cllr Maddern, seconded Cllr Roberts that all insurable risks are covered under the new policy schedule, and cover be continued with Came & Co for 2021/22. Unanimous decision.

- i. To note that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector.

Noted

- j. To confirm that NMPC remain compliant with all conditions required to maintain the General Power of Competence. (attained in 2020).

Resolved, proposed Cllr Maddern, seconded Cllr Cobb that NMPC remain compliant and retain the GPC. Unanimous decision.

- k. To note that the LGPS pension annual return has been submitted.

- l. To note the Community Infrastructure Levy (CIL) Update April 2021. (Appendix 13)

- m. To note receipt of grants and precept sum £38916 plus CIL £2621.18 (total £41537.18).

Resolved, proposed Cllr Maddern, seconded Cllr Lester that points k, l, m listed above are noted. Unanimous decision.

Statutory Matters

21/017/ACM Review of the Council's and/or staff subscriptions to other bodies (HAPTC/SLCC/ICO)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that memberships continue. Unanimous decision.

19/018/ACM Review of the effectiveness of the internal audit and auditor (Appendix 14)

To review system approved in Nov 2020 as sufficient in relation to internal audit above or to suggest any amendments.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that this review be deferred until the audit is finalised. Unanimous decision.

19/019/ACM Procedures and Policies (schedule attached) (Appendix 15)

Consideration of the policy and procedure review schedule for 2021/22 and the adoption of all policies and procedures of the council currently in place and previously adopted by full council in the preceding years.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the review schedule and all policies and procedures on the circulated list be adopted by NMPC. Unanimous decision.

19/020/ACM Review of training needs for councillors

None arising.

19/021/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 16)

Clerk explained that the June meeting would be cancelled and dealt with under delegated powers until Covid-19 restrictions are lifted. An extraordinary meeting will be called to sign off the audit paperwork and annual returns as this cannot be dealt with under delegated powers. Clerk and Chairman to discuss July meeting once the risk assessment is completed and refer back to council.

Cllr Briggs noted an error in the date of the November meeting (should be 8th Nov 2021). Clerk to update schedule.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the dates for the remainder of the year be confirmed with the amendments above. Unanimous decision.

19/022/ACM OPCC Road Safety Fund- Barnacres Road (Appendix 17)

To consider the grant application form and any additional actions arising.

To confirm whether NMPC would like the clerk to apply for an additional Speed Indicator Device (SID) within the parish and the location of that SID.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that NMPC should apply for the grant for a new SID. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the SID should be requested for Barnacres Road (downhill near to the zebra crossing) and should be moveable to enable it to be rotated to face the other direction. It was noted that ultimately Herts County Council will determine the exact location in line with their procedures. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the clerk can complete the application. Unanimous decision.

Meeting closed 21.47.

X

Cllr Bayley
Chairman

...../...../.....



Scheme of Delegation/Terms of Reference v4

Adopted	April 2021
Agenda Reference	21/069/FPC
Review Date	APRIL 2023

Nash Mills Parish Council

Scheme of Delegation

Adopted 8th April 2019

Minute Reference 19/058FPC

Review Date (every 2 years unless legislation changes) APRIL 2021

Back to council September 2019 following changes to committee structure

Adopted 9/9/2019 minute ref 19/108/FPC

Updated 22/10/2019 with working groups terms 19/123/FPC

**Updated 9/12/2019 with quorum for policy & Procedure working group
updated 19/148/FPC**

**Updated April 2021 with personnel TOR updates and W/G membership
updates**

Applicable statute

Local Govt Act 1972 Section 101,117

Local Government Act 1972 schedule 12a (part 1)

Local Government Act 1972 s102

Data Protection Act 1998

Public Bodies (Admission to Meetings Act) 1960 s2

NASH MILLS PARISH COUNCIL SCHEME OF DELEGATION AND TERMS OF REFERENCE

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- 2) Principles of Delegation
- 3) Authority to Act
- 4) Conflicts of Interests
- 5) Council Reserved Powers
- 6) Delegation to Committees – Safeguards
- 7) Delegation to Committees
 - Finance Committee
 - Planning Committee
 - Staffing Committee
- 8) Delegation to Officers
 - Clerk
 - Responsible Financial Officer
- 9) Appendices
 - Appendix 1 - Personnel Committee Terms of Reference
 - Appendix 2 – Lead Councillors Terms of Reference
 - Appendix 3 – Working Groups Terms of Reference

DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes. Unless a change in law necessitates review.
- 1.2 Those with delegated responsibility are referred to by job title, Parish Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.

Commented [CN1]:

b) That NMPC agree to extending the emergency delegation under our published scheme of delegation 2.3,1 our standing orders and our financial regulations and will delegate all decisions to the proper officer. This will enable the proper officer to make decisions on behalf of, and in the best interests of the Council whilst meetings are not being held. If possible, the proper officer will liaise, in whatever format they deem appropriate, with the Chairman (or in their absence the Vice-Chairman). The delegation² does not extend to matters expressly reserved to the council in legislation, or matters that, the proper officer's opinion, can be deferred to a later time. All delegated decisions are to be advised to council in writing and published at the next possible council meeting. For planning items, the clerk will seek opinions via email (or potentially zoom) and will submit majority decisions, whilst ensuring that the planning officer is aware that a council meeting has not been convened.

Commented [CN2]: Resolved April 2021 due to the Covid-19 crisis

- 2.4 Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

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

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Parish Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

5.1 The following matters are only to be resolved by the full Council:

- Appointment of the Parish Clerk/Responsible Financial Officer and other council officers following a recommendation from the Personnel Committee
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
- To approve and adopt the Policy Framework.
- To approve and adopt the Budget.
- To appoint committees and working groups
- To approve membership of all committees and working groups unless delegated below.
- To agree and/or amend the terms of reference for Committees
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the Precept.
- To make byelaws.
- To borrow money.
- To annually approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To assess, consider and (if approved) award donations and grants fund to other bodies where lawful and appropriate in accordance with statute and the adopted NMPC Grant & Donation policy.
- To receive, consider and (if approved) ratify recommendations from the Personnel Committee in respect of staff remuneration outside of budget allocation.
- To assess, consider and (if approved) ratify recommendations from working groups.

6 DELEGATION TO COMMITTEES - SAFEGUARDS

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

PERSONNEL COMMITTEE

Appendix 1 - Personnel Committee Terms of Reference attached

LEAD COUNCILLORS

Appendix 2 – Lead Councillors Terms of Reference attached

WORKING GROUPS

Appendix 3 – Working Groups Template Terms of Reference attached

8 DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers

subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.

7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's resources in accordance with the Council's policies.
15. In liaison and after conferring with the Chairman, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders
18. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts

included in the approved budget. Subject to adopted financial regulations.

19. The Parish Clerk to submit all consultee comments approved by full council to the DBC planning department.
20. The Parish Clerk may request an extension to the 21-day planning consultation period should the expiry fall outside of the meeting schedule.
21. The Parish Clerk to call an extra ordinary meeting to discuss planning applications where it has not been possible to extend the consultation period unless an extraordinary meeting is called in line with NMPC Standing orders.
22. The Parish Clerk (following consultation with Councillors via email) to not respond to planning applications and to allow the consultation period to expire if Councillors do not wish to hold a meeting to discuss or offer comment, in line with NMPC standing orders.
23. To register a representative to speak at any Development Management Committee meeting when the agenda includes a planning application for which Council has already voted on its position. If no representative has been allocated it will be deemed that the Lead Councillor Planning will fulfil that role.

(b) Responsible Financial Officer

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

APPENDIX 1

Nash Mills Parish Council – Personnel Committee**Terms of Reference****Statute**

Local Government Act 1972 schedule 12a (part 1)

Local Government Act 1972 s102

Data Protection Act 1998

Public Bodies (Admission to Meetings Act) 1960 s2

Status

The Personnel Committee is a standing committee of Nash Mills Parish Council.

The Committee decisions do not require ratification by Council unless a matter is specifically referred up to full council or if there is an issue required by proper practice or law to be discussed by full council. (*see section 5.1 above*)

This Committee is subject to the adopted standing orders, the code of conduct and the financial regulations of NMPC. The Committee is also bound by the adopted management and financial risk assessment.

Membership No less than four Parish Councillors

Quorum Three Parish Councillors

Meetings

As required to ensure that NMPC complies with the requirements of employment law and follows best practise in providing good working conditions for staff.

In accordance with standing order 4(J)vii, The Chair and Vice-Chair of NMPC shall be voting members. The membership of this committee will be determined at the Annual Council meeting, along with the Chair and Vice-Chair of the Committee.

All meetings of The Committee will exclude public and press by resolution should the nature of items being discussed and transacted be deemed confidential under Public Bodies (Admission to Meetings Act) 1960.

All reports from this committee must protect the confidentiality of all parties involved and the implications of the Data Protection Act 1998. Minutes of The Committee may be presented to the Full Council for information, although if the contents are deemed confidential then a report containing the pertinent facts but protecting the confidential information will be provided and the minutes will be held on file.

Co-Options

In accordance with section 102 of the Local Government Act 1972, The Committee shall have no powers of co-option.

Delegated Powers

(excluding any of the Council Reserved powers listed under section 5 above)

The Committee will be responsible for the following:

- a) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- b) Recruitment and selection procedures
- c) Annual staff appraisal and development in line with the adopted council appraisal scheme
- d) Bi-annual pay and budget review (April/Oct)
- e) Assisting the Clerk in the drafting of staffing policies
- f) Review of staff contracts, grievance and discipline policies every two years
- g) Review of staff, workload and accommodation of their needs and requirements when necessary.
- h) Management of rights relating to leave, time off, family rights and illness
- i) To ensure that the Clerk has everything required for managing other staff
- j) To ensure the health and safety of all staff and carry out risk assessments
- k) To keep up to date with developments in employment law
- l) The Committee will serve as the disciplinary or grievance panel
- m) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance
- n) To practise and promote fair and equal treatment of staff throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.

Duties to consider and recommend to Council

- a) A full report shall be provided to NMPC following a meeting of The Committee
- b) Staff remuneration to be considered (in line with budget point below)
- c) A full report must be presented annually.

Budget

All finance decisions made by The Committee are subject to referral to the Responsible Financial Officer to ensure that expenditure and all pay awards reflect the annual expenditure limits and any impact on the Parish 3-year plan. There is no delegated budgetary allowance for this committee outside of the staffing budget. The responsible Financial Officer will liaise with the Chairman of The Committee to advise of budget limits and statutory pay scales. Any budgetary matters outside of the annual limit must be referred to Full Council for consideration.

APPENDIX 2

Nash Mills Parish Council – Lead Councillor Finance

- This role provides a point of contact and liaison for the Clerk and Council
- Any correspondence must be originated by the Clerk
- This role enables there to be a Councillor who is a 'specialist' in this area
- This is an advisory role with no delegated powers of responsibility or decision making.
- A Cllr acting in this role must not act individually on behalf of NMPC.
- All decisions must be brought to the relevant committee (if applicable) or Full Council for discussion and decision making.
- There is no delegated budget allowance for this role.

Nash Mills Parish Council-Lead Councillor Planning.

- This role provides a point of contact and liaison for the Clerk and Council
- Any correspondence must be originated by the Clerk
- This role enables there to be a Councillor who is a 'specialist' in this area
- This is an advisory role with no delegated powers of responsibility.
- A Cllr acting in this role must not act individually on behalf of NMPC.
- All decisions must be brought to the relevant committee (if applicable) or Full Council for discussion and decision making.
- There is no delegated budget allowance for this role.
- If Council has made a decision regarding a planning application then the Proper Officer (under section 8 (20) above has the delegated responsibility to permit the holder of this role to present the Council view at a Development Management Committee meeting- this is for extraordinary circumstances only and may only present a view that has already been discussed and noted to Dacorum Borough Council.

APPENDIX 3

Nash Mills Parish Council – Working Groups/Advisory Committees

Below are the outline terms of reference for NMPC working groups. Below are the outline terms of reference for NMPC working groups. A list detailing membership and scope is held by the Clerk.

Terms of Reference

Statute

Local Govt Act 1972 s102 (3)

s102 (4)

s100 (2)

Status

The Parish Council as the parent body can form a working group to carry out specific detailed tasks on any matter that falls within its powers. The working group will be appointed to advise the Council on matters relating to the performance of its statutory functions, powers and related responsibilities. The working group will research, investigate, consider and then report back to the Council.

Members of the working group will be appointed by the Full Council. The Full Council will establish the role of the working group and its terms of reference and scope.

The working group is subject to most of the relevant adopted standing orders, the code of conduct and the financial regulations of NMPC. The working group is also bound by the adopted management and financial risk assessment.

NASH MILLS PARISH COUNCIL SCHEME OF DELEGATION AND TERMS OF REFERENCE

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis. When a project finishes the working group will be deemed dissolved.

Membership The membership will be no less than 3. The term of membership will be for a period of one year, to the next Annual Meeting of the Full Council or time limited for a specific period. A leader will be appointed by the Parish Council. The leader will be the main point of contact for the Council, Council members and members of the public and must be an elected member of the Council. Non-Councillors may be members.

Quorum Three Parish Councillors, co-opted members do not count towards the quorum. EXCEPT FOR the Policy & procedures WG which will be any 3 members **including** the clerk.

Meetings

The Clerk to the Council will be notified of any meeting with at least 3 working days' notice. The working group will arrange its own meetings and schedule of work at its inaugural Meeting but should be mindful of the council annual agenda plan when scheduling. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report. Frequency of meetings as required

Co-Options

With the authority of Full Council, the working group can appoint members of the public (lay-members) who have specific knowledge/expertise on the subject to assist the working group.

Delegated Powers

Working groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties are subject to approval by Full Council. No one Councillor or member can act as a decision maker on behalf of the Council. All correspondence must be copied to the Clerk.

Duties to consider and recommend to Council

- a) A full report shall be provided to NMPC following a meeting of the working group and reported formally at each meeting of the Council with informal updates to Council members following each meeting.
- b) Shortlisted recommendations should be presented to council with full details to enable council to make an informed decision.
- c) An annual report should be made available for the annual meeting if required.

Budget

There is no delegated budgetary allowance for this group. All budget requests must be made to full council when the motion is requested. They must be brought to the responsible financial officer in advance of the relevant monthly meeting in line with the timescales laid down in the standing orders.

Working Groups & Committees Updated April 2022

Working Groups

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Defibrillator	<ul style="list-style-type: none"> Investigate locations, equipment suitability, implementation, ongoing budgetary matters 	Alan, Lisa, Jan, Steve Guest (resident)	Alan	
Assets of Community Value	<ul style="list-style-type: none"> Investigate the Three Tuns ACV and other sites within parish. Create a contingency plan should the ACV be activated. 	Jan, Alan, Nicola, Darren (landlord)	Jan	
Heritage	<ul style="list-style-type: none"> War memorial Local listing 	Alan, Jan, Michele, Nicola	Alan	
Grass verges	<ul style="list-style-type: none"> Establish ownership, options for verge protection and parking issues. Work with County Councillor to prioritise options 	Michele, Alan, Mandy + Jan	Michele	
Play Park/Open spaces	<ul style="list-style-type: none"> Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Michele	
The Denes makeover	<ul style="list-style-type: none"> Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021) 	As existing (currently all)	Nicola	
IT	<ul style="list-style-type: none"> Review calendar options Documents library for useful information (for councillors?) Other visual improvements? Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) Nicola, Steve, Mandy		
Queens Jubilee	<ul style="list-style-type: none"> Investigate plans and actions to celebrate and commemorate the platinum jubilee Amended to 'event planning' for the occasion (Aug 2021) 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	
Vision	<ul style="list-style-type: none"> To revisit original aims/objectives Create parish 'Vision' and outline objectives & strategy for remaining term Work with the clerk to aid the creation of the parish business plan ready for budget setting. 		Nicola	Clerk to be involved in business planning detail
Planning Consultations	<ul style="list-style-type: none"> Compile response to K/L Neighbourhood Plan 	Nicola, Alan, Michele, Jan	Nicola	Group ceases 15 th January 2021

	<ul style="list-style-type: none"> Compile response to the SCI for SW Herts Joint Strategic plan (swhertsplan.com) 			
Annual Forum	<ul style="list-style-type: none"> Plan the content, format and delivery of the council achievements over the last 3 years. 	Steve, Lisa, Michele, Nicola	Steve	

Established tasks and responsible parties.

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input Looking at 'remote' options during pandemic restrictions (updated Aug 2021) 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Nikki (All to contribute)	Nicola/Jan Clerk to sign off
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Mandy, Jan, Nicola, Nikki (admins)	Nicola/Jan Clerk Admin

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, Jan, Alan

Development Management Committee Nominated Attendees Updated May 2022-December 2022

[illegible]

Nash Mills Parish Council
FINANCIAL SCHEDULE
May-22

May-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	MAy Salaries, HMRC,Pension	Various	£ 2,473.47	£	2,473.47		
Vodafone	DD	Clerk's Mobile	4060	£ 15.30	£ 3.06	£ 18.36		507915622
NMVHA	SO	Hall Hire	4165	£ 24.00	£	24.00		now £30 but overpaid in April by £6
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		522
Lamps & Tubes	Online	Jubilee Bunting	329 emr	£ 285.00	£ 57.00	£ 342.00	22032fpce	70647
Diverse	Online	ParishMagazine	4065	£ 875.00	£	875.00		19983
Ward Signs	Online	Jubilee Tree Plaque	330 emr	£ 90.00	£ 18.00	£ 108.00	22034fpc	ed6070/1
Clerk expenses (amazon)	Online	Sellotape	4075	£ 1.54	£ 0.30	£ 1.84		1569882455
Clerk expenses (amazon)	Online	Wrapping paper (Jubilee)	4075	£ 6.24	£ 1.25	£ 7.49		20229370
				£ 3,841.75	£ 93.85	£ 3,935.60		
Payments Below Paid under delegated powers				£ -	£	-		

NIKKI NOTES

PAY HMRC	Date	Chairman	
PAY PENSION		Second signatory	
VAT RECEIPT GARAGE		RFO	
Change Dave DD			
Change NW DD			

3. Office Equipment includes Fujitsu Laptop at Parish Clerk's address:

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Expenses	17,000.00		17,000.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00		2,500.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	10,000.00	-300.00	9,700.00
327 EMR - Village Hall Support	1,021.60	-1,000.00	21.60
328 EMR - Verges	25,000.00	-15,000.00	10,000.00
329 EMR - Community Events	1,000.00	-232.25	767.75
330 EMR - Projects ,Denes, Defib	10,000.00	-2,913.47	7,086.53
331 EMR - CIL (Conditional spend)	18,021.26	2,696.18	20,717.44
332 EMR - Groundworks/ DBC Grant R	1,600.00		1,600.00
333 EMR - Elections 2019 owed	0.00		0.00
336 EMR - The Denes CCTV	0.00	1,020.90	1,020.90
	100,642.86	-15,728.64	84,914.22



Clerk Report Insurance Renewal (May/June 2022)

Clerk Recommendation

That NMPC accepts that the clerk seeks the renewal quote with cover unchanged (excluding the speed indicator devices (SIDS) and CCTV cameras).

Background

In 2020 NMPC negotiated a reduced premium (under long term agreement until 31st May 2023) with Came & Company (sector specific insurance broker).

We are still waiting for the renewal documents and once received the renewal documents will be scrutinised and circulated to all councilors for comment but in the meantime we have to obtain this year's quotes dependent on the asset register.

This year NMPC have paid for CCTV cameras at The Denes and have also paid for some Speed Indicator Devices to be installed within the parish.

It is the clerk's opinion that reserves are sufficient to replace the SIDS should damage occur and that replacement CCTV cameras would be sought from DBC should there be any issues with these at The Dene.

Statutory Requirements

Public Liability Cover

Employers Liability Cover

Fidelity Cover

All Covered under this policy. Fidelity cover was increased to £200,000.00 last year and is sufficient to cover existing bank balances at highest risk point during the year (when the precept is first received).

Other Cover

ClIs are now included under some cover rather than just employees.

Key person cover is covered for 10 weeks; however, funds are also earmarked in reserves under business expenses and Ill Health Liability Insurance is in place should ill-health early retirement be necessary.

Radar cover requires activation to access some employer cover. Clerk to activate.

See policy pack (when it is circulated) for full cover details and exclusions.

Finance

Previous years cost £736.21

Insurance budget 2022/23 £879.62

Actions Outstanding

Warden & Clerk to undertake an asset review during 2022/23. Any amendments will be notified to the insurer.

Nikki Bugden

Clerk to the Council 3rd May 2022

CIL and S106 UPDATE October 2021

Community Infrastructure Levy	(Conditional spend within 5 years)	Notes	Date Received	Comments
Cil 17/18	150			
Cil 18/19	3218.92		Received April 2019	
Cil 19/20	6132.36		Received October 2019	
SUBTOTAL			9501.28	SPENT MARCH 2021 PLUS ADDITIONAL E500
Cil 20/21	6009.51		-698.72 Received April 2020	698.72 spent towards SIDS leaves
Cil 20/21	12721.26		Received October 2020	Must be spent by 2025
TOTAL	28232.05			
S106 Noticeboard	600		Received October 2020	Must be spent by 2023
	28832.05			
updated CIL figure-reported Cil OCT 2020 had a subtotal included				
Feb 2021 reported	£ 28,232.05			
	£ 600.00	grant		
	£ 28,832.05			
Spend March 2021	-£ 10,200.00	SIDS March 2020		
Cil & S106 Balance 2020/21 c/fwd	£ 18,632.05			
Cil 2021/22	£ 2,621.18			
Subtotal Cil & S106 May 2021	£		21,253.23	
Cil 2021/22 (final pyt for year)	£ 75.00		Received April 2021	Must be spent by 2026
Subtotal Cil Updated October 2021	£ 20,728.23	Reported to DBC October 2021	Received Oct 2021	Must be spent by 2026
	£ 600.00	Grant as listed above		
Subtotal Cil & S106 October 2021	£ 21,328.23			
as at 31st March 2021 (unchanged)	£ 21,328.23			
April 2022 CIL	£ 783.90	cil ref 2238910 4112103	Received April 2022	Must be spent by 2027
April 2022 total held (excl E600 grant)	£ 21,512.13			

rialtas	15500 opening balance
	12721.26 need to add to rialtas
	28221.26
-£	10,200.00 SIDS March 2020
	18021.26
	600 need to move to grants EMR
£10 out to excel due to Rialtas support	
£783.90 Apr-22	

May-21 Rialtas move 2621.18 to EMR

Oct-21 Rialtas move E75 to EMR

20717

783.9

21500.9

Apr-22 Rialtas move E783.90 to CIL

Expiry 2025	Expiry 2026	Expiry 2027
5310.79	2621.18 £	783.90
12721.26	75	
18032.05	2696.18	
Total CIL Excl E600 grant	£ 20,728.23	£ 783.90
		£ 21,512.13

of the system of internal control and that those are suitable and secure.



NASH MILLS
PARISH COUNCIL

Internal Controls Review V5

Adopted	Nov 2021
Review	May 2022
Agenda Reference	21/164/FPC

Introduction

The authority has responsibility under regulation 5(1) the Accounts and Audit Regulations 2015, for conducting, at least annually, a review of the effectiveness of the system of internal control.

<http://www.legislation.gov.uk/uksi/2015/234/contents/made>

Adequate and Effective Systems, Review of Effectiveness

The review is informed by the work of:

- The Council and its Committees (if applicable)
- The Clerk/Responsible Finance Officer
- The Internal Auditor
- The External Auditor

Annual review of the control systems enables the council to accurately complete the section 2 of the Annual Governance and Accountability return (AGAR).

" We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed it's effectiveness'.

The Effectiveness of the System of Internal Control

The system of internal controls at Nash Mills Parish Council currently consists of:

Appointment of Clerk and Responsible Financial Officer

Adoption of Code of Conduct for Members and employees

Standing Orders and Financial Regulations

Adoption of Financial and Management risk assessment

Asset Register and annual review of accuracy.

Six Monthly review of effectiveness of internal controls (June/December annually)

Six Monthly review of the effectiveness of the internal auditor (May/December annually).

Review of internal audit arrangements and implementation of any recommendations.

Review of the audit plan calendar (appendix 1)

Terms of Reference for the Internal Auditor (appendix 4)

Safe and efficient arrangements to safeguard public money

Regular scrutiny of financial records and proper arrangements for the approval of expenditure

Procedures in place to ensure that direct debits and standing orders are approved by Council.

Adherence to the internal financial control systems detailed in the financial regulations and the attached appendix (appendix 2)

Scrutiny of calculations provided by payroll provider

Regular employer returns to HM Revenue and Customs

Completion of quarterly vat return and the RFO ensuring they are up to date in matters of VAT and other taxation issues as necessary

Regular budget monitoring statements provided to council

Preparation and dissemination of regular financial reports comparing actual expenditure against forecasts

Regular review of such reports by officers, and by members in Committee and Council.

Procedures for dealing with and monitoring the Council's Grants scheme.

Minutes properly numbered with a master copy kept in safekeeping.

Procedures for document receipt, circulation, response, handling and filing
Procedures in place for recording and monitoring Members' Interests and Gifts and Hospitality received.

Scope and Responsibility

Nash Mills Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively. In discharging this overall responsibility, Nash Mills Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

Purpose of the Systems of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them effectively and economically.

Supporting Documents

Appendix 1 Audit Plan Calendar

Appendix 2 Payment & Financial Controls Summary

Appendix 3 Review of the Effectiveness of the Internal Auditor

(Available on request)

Financial Regulations

Financial and Management Risk Assessment.

JPAG [file \(nalc.gov.uk\)](http://nalc.gov.uk)

Appendix 1

Audit Plan Calendar

Audit Plan agreed Jan 2021 – please note this forms part of our internal controls process.

Action	Proposed Month
Council to approve terms of reference for Internal Auditor.	January
Council to Appoint internal auditor.	January
Council to review financial and management risk assessment.	January/May or June

Council to complete annual return.	April/May
Internal Auditor to receive all accounts for the year end.	May
Council to review any issues raised by auditor.	May-July
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity).	May-July
Council to send annual return to external auditor.	May-June
Electors able to exercise their rights.	June/July
Council to review effectiveness of internal control.	June/Dec
Councillors to receive report from external auditors.	Sept
Council to review financial systems and control.	December
Council to review audit plan.	December
Council to review effectiveness of Internal auditor and audit.	Nov/May
Council to review Financial Regulations.	December

Please note that due to the Covid-19 crisis some of these timescales may be extended.

Appendix 2

Payment & Financial Controls Summary

Regular payments to be made via direct debit or standing order (salaries, garage rental, hall rental, clerk mobile, ICO subscription), and any other additional appropriate regular payments signed off by council.

Annual sign off of DD payments by resolution.

All other payments to be made by online payment in the first instance, however our financial regulations allow for alternative methods of payment should the need arise.

Verification of new supplier's bank details to be obtained by the clerk with a test payment and a call back if deemed necessary.

The parish clerk holds authority to set up payments from Lloyd's bank ready for authorisation by two other Cllrs.

All cheques or bank letters to be signed by Clerk plus two Cllrs.

Any signatory given online access agrees not to share password information.

Clerk to provide a monthly schedule of payments to be made to support the online banking authorisation.

Clerk to text Cllr 1 once all payments are loaded and ready to be authorised.

Cllr 2 to be notified once this first stage is completed.

Clerk to be advised once submission is complete.

Clerk to complete bank reconciliation to ensure that payments tally with monthly schedule of agreed payments.

Clerk to send a remittance advice to the supplier.

Monthly payment reports and budget reports to be provided to all Cllrs upon request

Additional sign off to be completed by an alternative Cllr periodically to prevent fraud.

Clerk to mark all invoices as paid once remittance has been sent.

Clerk to update financial spreadsheets **via Rialtas** once bank reconciliation has been finalised.

Appendix 3 Review of Effectiveness of Internal Audit and Auditor (last reviewed July 2021) Meeting the standards		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Scope of internal audit	<p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.</p> <p>NMPC appointed Phillip Roden @ Etaerio for 2021/22 audit Minute ref 21/014/FPC</p>	<p>Need to approve auditor for 2021/22 later in 2021</p> <p>On December Agenda</p>
Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	yes
Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p> <p>Qualification: ICAEW</p>	<p>Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded).</p> <p>Has been NMPC auditor for a number of years.</p>
Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood, and training carried out as necessary.</p>	<p>Yes, during review of internal control audit plan is discussed.</p> <p>Clerk and the majority of Cllrs have attended training.</p>

Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and</p> <p>Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is now in place (agreed with internal control policy at December meeting)</p> <p>The review of Internal control is now in place every 6 months.</p> <p>A rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>
Characteristics of Effectiveness		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes plan in place and terms of reference/ letter of engagement to be agreed by council.
Understanding the whole organisation its needs and objectives	The annual review demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	yes
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	<p>Yes. Copy of report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed.</p> <p>Circulated regularly. Last circulation post audit May 2021</p>
Be forward looking	When identifying risks and in formulating the annual internal control plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes, Clerk regularly receives updates from advisory services regarding changes to procedural templates or regulations.

Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.	yes
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	Rigorous systems have now been implemented in, line with auditors' recommendations. Parish specific accounting package purchased April 2020. Clerk has circulated report detailing steps taken or to be taken following audit May 2021. No additional actions arising from external auditor's report. Aug 2021

Appendix 4

Terms of Reference for Internal Auditor (Etaerio)

The purpose of internal audit is to review and report to Nash Mills Parish Council on whether its systems of financial and other internal controls over its activities and operating procedures are effective. Internal audit is an independent, objective, assurance activity designed to improve the council's operations.

NMPC engages with Etaerio for the purposes of an internal audit service which is reviewed on an annual basis.

Roles and Responsibilities

Etaerio will conduct the internal audit work for your council in relation to the 2021 Annual return and such subsequent annual returns as required by the council.

The work undertaken will specifically relate to the Annual Internal Audit Report and aiding the Council to fulfil its obligations under section 1 of the Annual Return. In conducting this work, we will comply with the requirements of

'Governance and Accountability for Local Councils- A Practitioners' Guide (England)'

The Accounts and Audit (England) Regulations 2015 (as amended)

Such other guidance and best practise that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit Planning

Etaerio will plan our audit with due care to ensure that the appropriate level of resources is made available to conduct our work, and that the council can meet its statutory reporting obligations.

Reporting

Etaerio will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report, we shall prepare a detailed report on these areas on non-compliance that have led to a qualification.

Where necessary Etaerio will attend council meetings to discuss the audit report and findings and reserve the right to charge an additional fee should this service be required. This fee will be agreed in advance of any such meeting.

Independence and Correspondence

Etaerio will ensure that staff conducting, and supervising audits are appropriately trained and qualified for the level of work undertaken. We will ensure that we maintain independence from the day-to-day activities of the council, and we will not provide any additional consultancy or advisory services to the council which may compromise our audit independence.

Access to information and Officers.

In order to facilitate completion of the audit work NMPC will ensure that all documents are provided in a timely manner subject to reasonable notice being given. NMPC will ensure that access to documents and staff members is granted as appropriate and necessary.

Remuneration

The fee for audit work will be in accordance with the prior agreed fee. The fee includes all travel and out of pocket expenses. If additional audit time is required or additional services are requested, the fee for these will be agreed in advance and invoiced accordingly.



NASH MILLS

PARISH COUNCIL

Review of Effectiveness of Internal Audit and Auditor v5

Last reviewed & adopted	November 2021
Agenda Reference	21/164/FPC
Review Date	May 22

Introduction

In association with the monitoring and approval of the system of internal control, Nash Mills Parish Council must also review the effectiveness of the internal audit and auditor each financial year.

The Account and Audit Regulations 2015 require councils to ensure that an effective system of internal control and audit is in place and is reviewed to enable Nash Mills Parish Council to positively answer all assertions in the AGAR (Annual Governance and Accountability Return).

Assertion 6 Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Assertion 7 Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

Last Year NMPC appointed Philip Rhoden of Etaerio as Internal Auditor. The external Auditor is appointed centrally.

Meeting the standards		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Scope of internal audit	<p>Scope of audit work considers risk management processes and wider internal control.</p> <p>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.</p> <p>NMPC appointed Phillip Roden @ Etaerio for 2021/22 audit Minute ref 21/014/FPC</p>	Need to approve auditor for 2021/22 later in 2021
Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	yes
Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p> <p>Qualification: ICAEW</p>	<p>Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded).</p> <p>Has been NMPC auditor for a number of years.</p>

Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood, and training carried out as necessary.</p>	<p>Yes, during review of internal control audit plan is discussed.</p> <p>Clerk and the majority of Cllrs have attended training</p>
Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and</p> <p>Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is now in place</p> <p>The review of Internal control is now in place every 6 months, a rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>

Characteristics of Effectiveness		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes, plan in place and terms of reference/ letter of engagement to be agreed by council.
Understanding the whole organisation its needs and objectives	The annual review demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	yes
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	Yes. Copy of report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed. Circulated regularly. Last circulation post audit May 2021
Be forward looking	When identifying risks and in formulating the annual internal control plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes, Clerk regularly receives updates from advisory services regarding changes to procedural templates or regulations.

Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.	yes
Ensure the right resources are available	<p>Adequate resource is made available for internal audit to complete its work.</p> <p>Internal auditor understands the body and the legal and corporate framework in which it operates.</p>	<p>Rigorous systems have now been implemented in line with auditors' recommendations. Parish specific accounting package purchased April 2020.</p> <p>Clerk has circulated report detailing steps taken or to be taken following audit May 2021</p> <p>External Auditor report circulated Sept 2021</p>

Internal Auditor Recommendations & Clerk responses 2020/21

	Control Area	Recommendation(s)	Clerk/RFO Comments
1	Proper Bookkeeping.	None.	
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	<p>I understand that the council obtains a discount through SLCC with an office supplies supplier resulting in invoices being made out to SLCC Enterprises. I recommend that the council confirms with SLCC that they have established with HMRC that invoices through its discount scheme addressed in this manner are acceptable for VAT reclaim purposes by the council.</p> <p>I understand that due to coronavirus restrictions, payment lists presented to meetings and the supporting invoices have not yet been signed to evidence their approval. I recommend that as planned these documents are signed once it is permitted to do so.</p>	Clerk to speak to Office Depot to see if invoice can be amended.
3	Risk management arrangements.	None.	
4	Budgetary controls.	None.	
5	Income controls.	None.	
6	Petty cash procedures.	Not applicable.	
7	Payroll controls.	As the warden now has a pay-as-you-go mobile for council business purposes, I recommend that the council checks (e.g. with HMRC) whether there are any reporting requirements regarding the purchase of the mobile or topups provided by the council e.g. P11D reporting requirements.	<p>Business use only and NMPC purchased the telephone therefore I believe there are no HMRC implications.</p> <p>What's exempt <i>You don't have to report anything to HM Revenue and Customs (HMRC) or deduct and pay tax and National Insurance if both the following apply:</i></p> <ul style="list-style-type: none"> • <i>you provide your employee with only one mobile phone or SIM card</i> • <i>the phone contract is between you and the supplier</i> <p><i>Your employee has a 'pay as you go' mobile and you reimburse them for business calls</i></p> <ul style="list-style-type: none"> • <i>You must report the amount on form P11D. You don't have to deduct and pay any tax or National Insurance</i>

8	Assets controls.	<p>The internal audit identified that the value used for one of the additions to the asset register included rather than excluded VAT. This has been amended for the purposes of the AGAR. I recommend that going forward additions to the asset register are included if and as appropriate at their cost net of reclaimable VAT.</p> <p>Noting that these have been included for the AGAR, the internal audit identified a relevant purchase in the year not included on the asset register. I recommend that the guidance in the Practitioners' Guide is used to help identify potential items for inclusion.</p>	<p>mistakenly included a PPE invoice with VAT</p> <p>was unaware that the finance software licence was an asset.</p>
9	Bank reconciliation.	I recommend that as bank reconciliations are not currently approved by means of a 'wet signature' due to virtual meetings, the minutes reflect that the reconciliation presented has been approved, using the word 'approved' rather than 'noted' or 'received'.	Clerk noted
10	Year-end procedures.	Noting that this has been amended for the 2020/2021 AGAR, I recommend that going forward (and as was already the case for the 2019/2020 AGAR) external payroll services provider costs be included within 'all other payments' rather than 'staff costs'.	Amended for current year
11	Exempt Authority	Not applicable.	
12	Public Rights	Re the public rights notification in 2020 re the 2019/20 AGAR: whilst the 'explanatory notes' requirement was covered on the council's website by the inclusion of a link to the NAO document: 'Local authority accounts: a guide to your rights', I recommend that going forward the 'Local authority accounts: a summary of your rights' pages included in the external auditor's public rights notice template are included with the published notice.	Noted for this year
13	AGAR Publication Requirements	None.	
14	Basic IT controls.	None.	
15	Responsibility as a trustee.	Not applicable.	



NASH MILLS PARISH COUNCIL

Amendments only in section 13 following revised code of
conduct amendments last meeting

And section 18 (NALC Legal Topic Note 87-changes to
procurement thresholds and EU/Brexit changes

Commented [CN1]: [87-Procurement.pdf](#)

[87-Procurement.pdf](#)

Standing Orders V6

Last Adopted	12 th April 2021
Adopted	XXXXX
Agenda Ref	
Review	April 2023

MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

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 5 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.
- d All Councillors are bound by the adopted code of conduct

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** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (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 raise his hand when requesting to speak (unless there is a disability or this is likely to cause discomfort) and should then identify himself by his name (should they wish to divulge this), the reason for their participation and the area of the Parish in which they reside .
- 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 Vice-Chairman 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 non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council (the Personnel committee may determine its schedule on an 'as and when required basis, although an ordinary meeting should be held in March annually to review policies and salaries and October annually to review salaries and policies in line with budgets and legislation.
 - 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 (7) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no

less than three;

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

5. Ordinary council meetings

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

votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- 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; The Chairman of the Parish Council shall be a member of every committee. The Vice-Chairman shall also be a member of every committee. With the permission of the Chairman they may be exempted from this should this lead to a conflict of interest ie between Borough and Parish duties.
 - viii. No member of any committee, save for the Chairman/Vice-Chairman in line with point vii (above) shall hold appointment to hold office on a committee later than the next annual Parish Meeting
 - ix. Appointment of members to existing committees;
 - x. Appointment of any new committees in accordance with standing order 4;
 - xi. Review and adoption of appropriate standing orders and financial regulations;
 - xii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xiii. Review of representation on or work with external bodies and arrangements for reporting back;
 - xiv. 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;
 - xv. Review of inventory of land and other assets including buildings and office equipment;

- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. 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*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxiii. Consideration of any changes to the schedule of meetings set in January
- xxiv. Consideration of the policy and procedure review schedule for 2020/21 and the adoption of all policies and procedures of the council currently in place and previously adopted by full council in the preceding years.
- Xxii Review of training needs for all Councillors to ensure that all Councillors attend induction (or other relevant) training at least once during their four year term, recommended within their first six months in office (subject to course availability and budget)

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 (3) 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 (2) 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 (5) 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, unless, in the opinion of the Proper Officer, changing the order shall be more conducive on the efficient running of the meeting.

- 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.~~ **Shall not take part in any discussion or vote on any item for consideration that relates to 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.~~ **Shall not take part in any discussion or vote on any item for consideration that relates to the interest.**
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a** Upon notification by the 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 the minutes and via the On line Planning portal.
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) or lead Councillor Planning 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, (unless it has been possible to request an extension of the planning deadline from the case officer).

If those persons listed above do not wish to call an extraordinary meeting then the application will be circulated by email to all Councillors in pursuance of standing order 6 (c). If no extraordinary meeting or extra ordinary meeting is called then it will be deemed that Council have no wish to offer any comment on the planning application received.

- 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**

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Suggested medmnded text

1.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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
 - d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - 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;
- tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility

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 £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services 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 £378,660 for a**

Commented [CN3]: revised f and g combined
 Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 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 Personnel Committee 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 Personnel committee or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman Those authorised shall shall, in line with the adopted appraisal scheme undertake an appraisal on behalf of the personnel committee of the work of the Clerk/Responsible Financial Officer. The reviews and appraisal shall Those authorised shall shall, in line with the adopted appraisal scheme undertake an appraisal on behalf of the personnel committee be reported in writing and are subject to approval by resolution by full council following recommendation by the Personnel 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 Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk Or warden relates to the chairman or vice-chairman of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Personnel 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.**

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.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[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 or email sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.
- c Our Borough Councillors and County Councillors may be invited by the Chair to answer questions and offer clarification re agenda items should it be deemed appropriate by the Chair.
- d Borough Councillors and County Councillors may submit concise written reports for inclusion in the agenda if they are received by the clerk 7 clear days prior to parish meetings. The reports must only contain items of importance/interest to the parish and will be for information purposes only.

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 (2) 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.

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The Model Standing Orders 2018 for England were revised in 2020.



NASH MILLS

PARISH COUNCIL

Jubilee Event Risk Assessment

Last Adopted	
Adopted	
Agenda Reference	
Event Date /Site	4th June 2022 2pm-4pm/ The Denes
Type of Event	Jubilee Stall with background music and biscuits
Anticipated Attendees	10-100 please note attendees are not all expected at any one time as the table will be at the local shops with passing footfall.
Approved by DBC Health and Safety Team	27/4/2022
Author	Nikki Bugden (clerk to NMPC)

Introduction

Nash Mills Parish Council is committed to providing its services to the public but recognises the need to provide a safe environment for staff, councillors, and the public, in all instances. The risk assessment below considers as many perceived risks as possible for the event that is being held to commemorate the Platinum Jubilee but also being mindful that we are now 'post-pandemic' and living with the risk of Covid. As domestic restrictions have been removed, mitigating steps have not been included in this risk assessment.

To minimise the risk of contracting Covid the Government maintains and regularly updates a range of documents giving guidance on managing the impact of COVID-19. The documents are updated regularly in accordance with government announcements. Information is changing rapidly and updates should be proactively monitored: www.gov.uk The National Association of Local Councils (NALC) has produced a dedicated coronavirus webpage which is regularly updated with government guidance and other information relevant to local councils: <https://www.nalc.gov.uk/coronavirus>

The government is removing remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading COVID-19:

- [Get vaccinated](#)
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces source www.gov.uk 26/4/2022

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

Activity on Site	Outdoor Event At The Denes -Jubilee stall with biscuits and background music.
RESPONSIBILITIES	<ul style="list-style-type: none"> ALL PARISH COUNCILLORS ARE RESPONSIBLE FOR EACH HAZARD THAT APPLIES TO THEM. YOU MUST UNDERTAKE TO COMPLY IN EVERY RESPECT WITH THIS RISK ASSESSMENT PLEASE READ HSE GUIDANCE NOTES
Location of First Aid Internal or External (include Phone number above)	URGENT CARE – 08:00–20:00 Hillfield Road, Hemel Hempstead, HP2 4AD 01442 213141 24 Hour A&E – Watford General Hospital, Vicarage Rd, Watford, Herts, WD18 0HB 111 - The NHS 24 111 service provides urgent health advice out of hours 999 - If in doubt always call 999
Contractors	Ensure that you have a copy of their Public Liability/ RA if applicable and contract number
Emergency Staff Meeting Point	FOR ALL EMERGENCIES - Follow Police Instructions. COUNCILLORS MEETING POINT if it is safe to do so TESCO- THE DENES
Emergency Numbers/Guidance	999 What do the police need to know? •Location - Where are the suspects? •Direction - Where did you last see the suspects? •Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. •Further information – Casualties, type of injury, building information, entrances, exits, hostages etc. •Stop other people entering the building if it is safe to do so If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk #MakeYourselfHeard #SilentSolution FIREARMS/WEAPON ATTACK ANTI TERRORIST HOTLINE 0800 789321 (Please add to your phones) what3words Location Services (Download the App) https://what3words.com/ This app helps emergency services to find you. The what3words algorithm takes complex GPS coordinates and converts them into unique 3-word addresses. They have divided the world into a grid of 3m x 3m squares and assigned each one a unique 3-word address. ADVICE FROM THE GOVT https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism
HSE Guidelines	FAMILIARISE YOURSELF WITH THE FOLLOWING: - https://www.hse.gov.uk/index.htm Guidance on running an event http://www.hse.gov.uk/event-safety/ Event Safety http://www.hse.gov.uk/event-safety/running.html
5 Steps To A Risk Assessment	1. Identify the hazards 2. Decide who might be harmed and how 3. Evaluate the risks and decide on precaution 4. Record your findings and implement them 5. Review your assessment and update if necessary
ACTION ALL	All incidents to be reported to the parish clerk

Details to complete the Risk Assessment

STEP 1: Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

A death major injury major damage or major loss to property/equipment	B serious over-3-day injury damage to property/equipment	C minor injury minor damage to property/equipment
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STEP 2: Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

1 extremely likely to occur	2 frequent/often/likely to occur	3 slight chance of occurring
---------------------------------------	--	--

STEP 3: Use the combination in the risk rating chart to link to the action criteria

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Electrical equipment- electrocution, potential fires, trip hazard Music Player	C	3	VL	<ul style="list-style-type: none"> • All electrical equipment PAT tested. • Electrical supply protected by RCD and suitably earthed. • All equipment checked by competent person. Power supply to be isolated from the public. • All plug sockets waterproofed if being used outside. • No trailing cables to prevent trips. • Any cables/leads to be taped if required.
Manual handling – strains, impact, injury due to obstructions on route causing trip hazards, injury due to trips, contact with hard edges as a result of poor lighting levels Tables	C	3	L	<ul style="list-style-type: none"> • When carrying objects, check that the route being taken is free from obstructions. • Ensure that the area is adequately lit. • All gangways to be kept clear at all times. • No person should attempt to lift a weight that is outside of their physical capability, • Weight of load to be visually assessed before attempting to lift. • Ensure tables are properly placed on a level surface and all legs are securely locked into position (if using folding tables)
Loading/unloading vehicles -injuries from pack shifting in back of vehicle	C	3	VL	<ul style="list-style-type: none"> • Ensure that a competent person is unloading the equipment. • When carrying objects, check that the route being taken is free from obstructions and is adequately lit. • All gangways to be kept clear at all times. • Weight of load to be visually assessed before attempting to lift. • No person should attempt to lift a weight that is outside of their physical capability.

Hazard	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Scalds / burns Slips, trips & falls	C	3	VL	<ul style="list-style-type: none">• All trip hazards clearly marked.• Cables hidden under matting/taped down• All gangways to be kept clear at all times.• No hot drinks being provided by NMPC- third-party provider being used.• No hot drinks to be left on tables where children may be taking part in colouring activities.• Care to be taken when walking around with own hot drinks.
Food & Beverage	C	3	VL	<ul style="list-style-type: none">• Controls in place and experienced external catering supplier contracted for biscuits provision.• Third party supplier of beverages to be responsible for their own risk assessment.• Food to be wrapped and individually labelled with allergens• Parental permission to be sought prior to handing out biscuits• Biscuits to be wrapped to prevent contamination from external sources (dust etc)• Food safety documentation supplied by the caterer• Tidy once food consumed
Bad weather Controls	C	3	VL	<ul style="list-style-type: none">• All staff to wear appropriate clothing including footwear• http://www.hse.gov.uk/temperature/outdoor.html• See section above about electrical apparatus risk during inclement weather.
Exposure to direct sunlight, sunburn, and dehydration / Cold environments/ Hot environments	B	3	L	<ul style="list-style-type: none">• Wear high factor sun cream• All attendees instructed to regularly take non-alcoholic beverages

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Filming /Photography	C	3	VL	<ul style="list-style-type: none"> • Ensure correct signage is displayed • Ensure permission is obtained for publication should individuals be easily identifiable. • Ensure that data protection notices are placed on all competition entry forms. <p>Images of small groups: - It is quite hard to quantify how many people are classed as a small group, however, if someone is easily recognised in a photograph, film clip or social media then this is likely to constitute as personal data and therefore must be treated in accordance with the data protection legislation.</p> <p>If you are using images of some-one where they are easily recognised, you must get a release form signed, this is especially pertinent for children (a child is any person who is under 18).</p> <p>It is important that signage is displayed so that we advise people that the event is being filmed and photographed and if they do not wish to be included, they must make this known. If they have not made themselves known, then this would constitute as their approval.</p> <p>In relation to children (U18), 1 parents' signature does constitute as consent for a child, however wherever possible it is good practice to get both parents signatures.</p> <p>For GDPR requirements seek advice Legitimate interests ICO</p>

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Exposure to alcohol/drugs	C	3	VL	<ul style="list-style-type: none"> No councillor to consume alcohol/drugs whilst participating. Water to be made available
Excessive & high sound level exposure	C	3	VL	<ul style="list-style-type: none"> Music is only for background purposes therefore must be kept at an appropriate level.
Glasses containing liquid left lying in areas where they create a potential hazard, especially near electrical connections	C	3	VL	<ul style="list-style-type: none"> Good housekeeping / cleaning and monitoring procedures in place to ensure that glasses etc containing liquid are removed and not left lying in areas where they can create a potential hazard.
Collision, RTA, electrocution, personal injury. Slips, trips & falls	C	3	VL	<ul style="list-style-type: none"> All electrical equipment checked by a competent person. Tables to be kept well away from any parking spaces/roads. All gangways to be kept clear at all times.
Medical Emergency	A	3	M/H	<ul style="list-style-type: none"> Ensure they receive medical advice immediately. Call 999 if applicable Move crowds to a different area All gangways to be kept clear at all times
Disabled & Vulnerable Guests	C	3	VL	<ul style="list-style-type: none"> To adhere to the Equality Act 2010 protecting from discrimination. It provides legal rights for a disabled person in the areas of employment & access to goods, services, and facilities Ensure competitions are available in accessible format.

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Child And Vulnerable Adult Protection Policy	C	3	VL	<ul style="list-style-type: none"> It is important that anyone responsible for events where children and vulnerable adults will be attending should seek guidance from the Parish Clerk
Staff and Councillor Welfare	C	3	VL	<p>All to familiarise themselves with the following: -</p> <ul style="list-style-type: none"> The Event Site The Position of the nearest firefighting equipment on site The position of the first aid points Routes to exits Emergency guidelines
Mental Health Awareness	C	3	VL	<ul style="list-style-type: none"> If you feel some-one is suffering from mental health, please seek advice immediately
Threat to Personal Safety/ Aggressive Behaviour/ Bomb Threats/Bomb Explosion/Terrorist Attack	A	3	M/H	<ul style="list-style-type: none"> Cllrs to work in minimum of pairs Do not engage in conversation should you feel intimidated but move away to a safe place. Should you feel in immediate danger please dial 999, if unsafe to do so alert colleagues at the earliest possible opportunity. Bomb Threats/Terror attack whilst this is extremely unlikely please see detailed notes below.

FOR ALL EMERGENCIES - Follow Police announcements & instructions if applicable

Dial 999
Follow police advice

If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk #MakeYourselfHeard #SilentSolution

ANTI TERRORIST HOTLINE
0800 789321 (Please add to your phones)

Citizen Aid (Download the App)

This will advise you on immediate actions that you can take in an emergency

www.citizenaid.org



what3words Location Services (Download the App)

<https://what3words.com/>

This app helps emergency services to find you. The what3words algorithm takes complex GPS coordinates and converts them into unique 3-word addresses. They have divided the world into a grid of 3m x 3m squares and assigned each one a unique 3-word address.



ADVICE FROM THE GOVT

<https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism>

FIRE

In the event of a fire alert the nearest security/steward.

Locate firefighting equipment, however you should only attempt to tackle the fire if you are competent to do so and it is safe to do so.

Move yourself and anyone else away from any hazard and follow the directions of security/stewards.

MEDICAL

See Page 1

SUSPICIOUS PERSON

- A person seen in an environment where they don't belong or "fit in" may seem suspicious. Examples might be non-appropriate attire, unable to hold meaningful conversation, or focus on a particular subject. A suspicious person is either one who is exhibiting suspicious behaviour, or who is in an area or doing something that is not normal.
- Other unusual behaviour may include nervousness, nervous glancing, or other signs of mental discomfort/being ill-at-ease. This may include sweating or "tunnel vision." Repeated entrances and exits from an area would be suspicious.
- Inappropriate, oversize loose-fitting clothes (e.g., a heavy overcoat on a warm day).
- Asking questions that are not common about the location of something, security measures, or availability of chemicals or other items.
- Attempts to conceal the face by turning away when someone approaches. (e.g., rapidly turn and pretend to be doing something)
- 'Hiding' in shadows or behind objects in an apparent attempt to keep from being clearly seen.
- Being evasive when asked a direct question, attempts to change the subject.
- Giving too many details that are unrelated to the conversation (e.g., when asked about what they are doing in a restricted area, they start talking about what they did when they got up in the morning, where they parked, everyone else they have visited or know, etc.)

If you see a suspicious person inside or outside report them immediately.

SUSPECT PACKAGE

If you discover a suspect package, then initially follow the Police's H.O.T. principle:

H – Is the item Hidden?

O – Is the item obviously suspicious?

T – Is the item typical for the environment?

Should you still deem the item to be suspicious then move yourself and anyone else away from the item before finding the nearest security.

FIREARMS/WEAPON ATTACK

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood, and metal
- Find cover from gunfire e.g., substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

Dial 999

What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk [#MakeYourselfHeard](#) [#SilentSolution](#)

BOMB THREAT

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses, and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialing 999

It is important that potential recipients - either victims or third parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes, and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g., Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e., a person or organisations unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any person with a direct telephone line, mobile phone, computer, or tablet etc., could conceivably receive a bomb threat. You should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat, you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity.

When specific intelligence is known to police, advice will be issued; accordingly, however, in the absence of detailed information, it will be necessary to consider a number of factors: -

- Is the threat part of a series? If so, what has happened elsewhere or previously?
- Can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- Considering the hoaxer's desire to influence behavior, is there any reason to believe their words?
- If the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- Is a suspicious device visible?

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include: -

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 meters from the suspicious item, incident, or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g., a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place, see search considerations below.

Media and communication

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- adversely affect the subsequent police investigation

Threat Levels

Critical – An attack is expected imminently

Severe – An attack is highly likely

Substantial – An attack is a strong possibility

Moderate – An attack is possible, but not likely

Low – An attack is unlikely

	A	B	C	D	E	F	G	H	I	J	K
	Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date	Applicable Statute	Clerk Notes			
1	GOVERNANCE										
2	Standing Orders	5	Apr-21	y	2 years	May-23	Local Govt Act 1972, Public Contracts Regs 2015, Smaller Authorities Transparency Regs 2015	amend UE limits SO 18?? Check procurement thresholds feb 2022			
3	Code of Conduct	3	Apr-22	y	2 years	Apr-23	Localism Act 2011,s27	new DBC doc march 2022			
4	ICO Publication Scheme	5	Feb-22	y	Annually	Feb-23	Freedom of Information Act 2000				
5	SCHEME OF DELEGATION (INCORPORATES BELOW)										
6	Scheme of Delegation (inc Working Groups)	4	Apr-21	y	2 years	Apr-23	Local Govt Act 1972 s101,117 lga 1972 s.12a (part1), LGA 1972 s.102 DPA 1998, Public Bodies(admission to meetings Act) 1960s2				
7	Personnel TOR	4	Apr-21	Jan-00	2 years	Apr-23	Local Govt Act 1972 s101,s117				
8	POLICIES & PROCEDURES										
9	Complaints Policy	5	Feb-22	y	Annually	Feb-23	Freedom of Information Act 2000 Section 14, Health and safety at Work Act 1974, Data Protection Act 1998/2018, GDPR 2018				
10	Social Media & Electronic Communications Policy	4	Apr-21	y	2 years	Apr-23	Data Protection Act 1998,2018, Local Govt Act 1972, GDPR 2018				
11	Grant & Donation Policy & Application	2	Apr-19	y	2 years	Jan-23	Local Govt Act 1972 & Local Govt Act 1972 s137				
12	Planning Code of Practice	1	Apr-19	y	when required		Local Govt Act 2000/ Localism Act 2011				
13	Community Engagement Stmt of Intent	3	Nov-19	y	when required						
14	Press and Media Policy	4	Apr-21	y	2 years	Apr-23					
15	Accessibility stmt for website	1	01-Mar-20	y	as req		clerk added to website no need for formal adoption				
16	Privacy Stmt (for website)	1		y							
17	Virtual Meeting Procedure	1	01-Jun-20	y	as req		Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(Regs) 2020				
18	Health & Safety Policy Stmt (we are under threshold)						Health And Safety At Work Act 1974				
19	Vexatious Complaints Policy	3	Feb-22	y	annually	Feb-23	FOI Act 2000/ Data Protection Act 1998				
20	Photographing and Recording of Meetings Policy	1	Aug-20	y	3 years	Sep-23	DPA 1998	update legislation in policies			
21	Remote Meeting Protocol	1	Oct-20	y	2 years	Oct-22		update legislation in policies			
22	(GDPR-Needs review)										
23	Information& Data Protection Policy						Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000, GDPR 2018	update legislation in policies			
24	Freedom of Information Policy			y							
25	Subject Access Request Policy			y							
26	GDPR Data Audit			y							
27	GDPR Guidance and Action Plan			y							
28	GDPR Consent and Privacy Notices			y							
29	General Privacy Notice			y							
30	General Contacts Consent			y							
31	STAFFING										
32	Equality & Diversity Policy	1	Aug-20	y	3 years	Aug-23	Equality Act 2010				
33	Bullying and Harassment Policy										
34	Disciplinary Procedure	1	Oct-20	n	3 yrs	Oct-23	NALC model doc amended				
35	Grievance Policy	1	Aug-20	y	3 years	Sep-23	GDPR	update legislation in policies			
36	Violence and Aggression at work policy (or similar)										
37	Training & Development policy/Appraisal										
38	Lone working Policy										
39	Recruitment Policy										
40	Member/Officer Protocol										
41	Others (needed)										
42	Co-option Procedure										
43	Covid Contingency Plan		Mar-20		as required						
44	Retention and Disposal Policy	1	Aug-20	y	3 years	Sep-23	Data Protection Act 1998/GDPR 2018 FOI Act 2000	update legislation in policies			
45	Retention and Disposal Policy Appendix A	1	01-Aug-20	y	3 years	Sep-23	Limitation Act 1980/Employers Liability (compulsory Ins) Regs 1998				
46	RISK										
47	Risk Management (& Financial) Scheme	6	Feb-22	y	6 mthly Jan & June	Jun-22					
48	Warden Risk Assessment	4	Jan-22	N	annually	Jan-23	Health And Safety At Work Act 1974				
49	Event Risk Assessment		Nov-20		as and when		review with any new event or Govt guidance/working document				
50	Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when		HSE/ Government advice notes				
51	Covid-19 Risk Assessment										
52	Christmas Lights Risk Assessment	2	Oct-21	N	annually	Oct-23	Health And Safety At Work Act 1974				
53	Covid Return to F2F Meetings V3	4	Mar-22	y	when required		Govt Restrictions/ HSE guidance/				
54	H&S Risk Assessment Play Area	3	Dec-21	N	annually	Dec-22					
55	Remembrance Day RA	3	Nov-21	N	Annually	Sep-22	Govt Restrictions/ HSE guidance/				
56	Defibrillator RA	2	Nov-21	y	When required	Nov-23					
57	FINANCIAL										
58	Financial Regulations	3	Jul-21	y	annually	Jun-22		Check procurement thresholds feb 2022			
59	Asset Register	5	Oct-21	y	6 monthly	Apr-21	Updated Oct 2021				
60	Review of the Effectiveness of the Internal Auditor & Audit	5	Nov-21	y	6 Monthly Dec/May	May-22					
61	Audit Plan	3	Jan-21		Annually	Jan-23					
62	Reserves Policy	3	Jul-21	y	Annually	Jun-22	Local Govt Finance Act 1992				
63	Earmarked Reserves (appendix to above policy)	3	Oct-21		October and May	May-21	Local Govt Finance Act 1992 s32,s43				
64	Internal Control Review	5	Nov-21	y	6 monthly Dec/May	May-22					
65	Investment Strategy	3	Mar-22	y	Annually	Mar-23	Local Govt Act 2003				
66	Budget Setting Process										
67	STRATEGY										
68	Business Action Plan	1	Nov-21					stored under working groups			
69	Annual Report			y		Apr-22	Cllrs to write their own reports for inclusion.				
70	OTHER										
71	Good Councillors Guide										
72	Arnold Baker		10th edition								
73	Local Councils Explained		NALC 2013								
74	KEY										
75	Items in black have been adopted										
76	Items in blue (bold) are still needed or historic docs need reviewing.						Please note that council adopted all existing policies and procedures in June 2020 ref 20/086/FPC				
77	Items in red have been drafted						please note that council adopted all existing policies and procedures in May 2021 ref 21/019/FPC				
78	Notes										
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MEETING DATES FOR 2022

Date of Meeting	Agenda items by 9am
Monday 10 th January 2022	Thursday 30 th Nov 2022
Monday 14 th February 2022	Thursday 3 rd Feb 2022
Monday 14 th March 2022	Thursday 3 rd March 2022
Monday 11 th April 2022	Thursday 31 st March 2022
Monday 9 th May 2022	Thursday 28 th April 2022
Monday 13 th June 2022	Thursday 2 nd June 2022
Monday 11 th July 2022	Thursday 30 th June 2022
Monday 8th August 2022*	Thursday 28th July 2022
Monday 12 th Sept 2022	Thursday 1 st Sept 2022
Monday 10 th October 2022	Thursday 29 th Sept 2022
Monday 14 th November 2022	Thursday 3 rd Nov 2022
Monday 12 th December 2022	Thursday 1 st Dec 2022

- August meeting is only 'if required'

Full agenda details can be found on our website
www.nashmillsparishcouncil.gov.uk

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT
The Queen's Platinum Jubilee Commemoration

Meeting held via Teams 27/04/2022

Councillor Attendees:

Alan Briggs, Michele Berkeley, Nicola Cobb, Steve Roberts

The WG discussed the following items and provides its recommendations for consideration by full Council:

1. Publicity Poster sample discussed and agreed, copy enclosed.
2. Prizes
 - Art Competition winner
 - Free Crepe from Amy's
 - A Kid's Jubilee mug or similar for the Top 10 entries (including the winner), subject to final recommendation.
 - Best Dressed Residence Competition winner
 - Free Service Wash from the Launderette worth £30
 - De Beautique Spa Manicure voucher worth £25
 - Biscuits or chocolates subject to final recommendation.
 - Treasure Hunt Competition winner
 - Free Fish & Chips voucher (up to £20)
 - Tesco chocolates / biscuits etc
 - All 3 prizes / vouchers to be presented in a Jubilee Tote bag or similar.

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Councillor Cobb will create vouchers for issue to competition prize winners.

Most of the competition prizes will kindly be provided by The Denes shops without cost to the Parish Council. The exception will-would be the Tote bags (£4 each) and Kid's Mugs (£7.32 for 2) costs excluding delivery where applicable. The WG suggests approving a budget for prizes which gives scope to adjust the numbers based on the number of entries, also to change the actual prize if those proposed become unavailable for purchase.

DECISION REQUIRED:

Council to approve expenditure up to a maximum of £100 from the community event fund to be spent on prizes for the event. Prizes (style and number) to be determined by the working group in association with the clerk, (using the clerks delegated powers due to the proximity of the event).

~~The Working Group proposes a budget of £100 maximum for competition prizes.~~

3. Best Dressed Residence
 - The WG proposes to ask Ian Martin to announce the result at 4pm during The Denes event on 4th June. He can judge the residences at his leisure during the day.
 - Clerk to supply entrant details to Ian Martin.
 - The entry form should note the prize giving time.
4. Art Entries
 - A box to be supplied to Amy's to collect entries

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT
The Queen's Platinum Jubilee Commemoration

- The De Beautique [team](#) will put them on display during from 28th May
 - Entrants to be asked if they want the artwork back, otherwise they will be kept for display at the Annual Council Meeting. All entries will be photographed.
5. Prize Announcements
- An agenda item is requested for 13th June, adjacent to Public Participation to announce the results of all three competitions.
6. Photos notice
- The Clerk is requested to supply an A4 sheet of the Photo disclaimer / privacy notice text to be laminated by Councillor Cobb for display on 4th June.
7. The WG reviewed and agreed a task list of event and competition preparations. The list had been pre-circulated to invite comments from the Clerk and any Councillors unable to attend the WG meeting.
8. The WG suggests that 100 Word Search and Art Entry forms be printed. The De Beautique [team](#) will kindly monitor stock levels within The Denes shops and adjust as needed.
9. Jubilee Risk Assessment (RA)
- The RA was circulated. WG attendees will send any comments directly to the Clerk.

DECISION REQUIRED: Approval of the Jubilee Risk Assessment

TAKE PART IN NASH MILLS'
CELEBRATION OF

THE QUEEN'S
PLATINUM JUBILEE

Children's Art Competition

Treasure Hunt Competition

Best Dressed Residence Competition

Tea and Biscuits

(The Denes – Saturday 4th June 2.30pm)

FOR MORE DETAILS VISIT:

<http://www.nashmillsparishcouncil.gov.uk/jubilee>

Scan the QR code for a direct link





Clerk Report May 2022

Verges Phase 2

Email sent. Waiting for HCC and DBC responses.

Lease

Solicitor Instructed.

Noticeboard

Separate Agenda point

Jubilee

Separate agenda point.

Bunting now in place

Bench due to arrive w/c 9/5 and contractor has been informed for installation.

Tree Damage.

Tree fell on Bunkers Lane. Road blocked but tree removed. Damaged tree on Chambersbury Lane has now also been removed.

Magazine Advertising Income

Invoices have been sent out. Number of paid advertisements has risen to 14 (thank you to Cllr Cobb for her work on this) and the income is predicted to be £792 against a budget income figure of £573.00.

Risk assessment and insurance received for delivery.

Use of Noticeboard on Highbarns

Warden is currently refurbishing this board. Waiting for materials to be delivered to finish this off.

CCTV Visit

Arranged for 14/4 and 1/6

Green Grant -reminder

Grant approved. 12 Months to complete works. Clerk suggests that the open spaces W/G now revisit the successful application submission to arrange for a plan of works in conjunction with the clerk who can then liaise with the DBC officer.

Audit 2021/22

All paperwork now received from the external auditor and the internal auditor has been sent all internal audit year end paperwork. At the time of writing the auditor has only just commenced the audit even though the majority of paperwork was submitted to them in early February and clerk had requested a 'mid-year' audit to prevent this last-minute completion, particularly on top of Jubilee preparations. Still waiting for further questions. Clerk has requested that all documents be ready for Cllrs to read prior to the weekend before the May meeting. Clerk will be asking council approval to seek a new IA who can complete audit earlier once this year end is concluded to reduce clerk work outside of contracted hours.

Annual insurance Renewal

Separate agenda point

Warden Updates

Bunkers Play Park

Vandalism to net swing seat still ongoing. PCSO has been asked to patrol during the evenings when damage occurs. Warden can't repair seat as each time he does it is damaged again. Wait for next inspection report as no immediate risk of injury. Last inspection report circulated to full council. W/G to take forward

Training Attended/Attending

Town and Parish Council Briefing: Chilterns Beechwoods SAC Development Restrictions

Information can be found here <https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/chilterns-beechwoods-special-area-of-conservation>

Correspondence received (please note that this may not include all items)

- Resident has written regarding dog fouling on Chambersbury Lane. Resident given DBC link for reporting offences online.
- TRO for Bunkers Lane closure – Abbots Hill Informed by Clerk- this is likely to cause access issues for them so they will be contacting HCC.
- Response received from Sir Mike Penning re flexibility in remote meeting legislation. He has written on our behalf to the Secretary of State for Levelling Up, Housing and Communities (The Rt Hon. Michael Gove). Additional letter received 3/2/2022 as he has received no response and has now sent a chaser.
- Response received from DBC re Crematorium event. Response circulated.
- Response received from DBC re recent works at East Green. Response circulated and waiting for an update once the remediation report is finalised.

Outstanding works not progressed

Clerk workload has prevented any progress on the Quality Council Award and the Document library, but clerk is hoping post-Jubilee that there will be more time available to pursue these items.

Nikki Bugden

3/05/2022