

Committee Membership- To be determined May meeting.

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, XXX, Alan Membership and roles to be determined at the annual meeting.

Currently NMPC have only 1 committee- Personnel. This meets as and when.

Membership

The current membership is 5 and the quorum is 3. This leaves 3 Cllrs left should we ever need to create a sub-committee, for instance if council had a grievance or disciplinary to investigate.

Current Chairman

Steve Roberts

Current Vice Chair

Michele Berkeley

Members

Usually, the Chairman and Vice-Chairman of NMPC are members of this committee, leaving 3 spare positions.

Additional current members

Lisa Bayley (as current council chairman) , Alan Briggs, and one spare position as Cllr Maddern has now left.

Council needs to determine the above positions at the May meeting.

Terms of reference

Please see the attached scheme of delegation that is at the following agenda point 23/012/ACM. Clerk is not recommending any changes to these at present.

Working Groups & Committees Updated Pre-Annual Meeting May 2023

Clerks Notes.

Working groups are only 'task & finish'. I would recommend to council that all groups other than those highlighted in yellow below are disbanded as they are no longer required or have no actions in progress.

Council can then determine their business plan/vision for the next 4 years and new working groups could then be implemented for specific, time defined periods, when required)

Working Groups

No delegated decision making or financial responsibilities. All decisions to be made by Full Council.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
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) Michele	Jan Alan (co lead)	Disband-NLR
Heritage	<ul style="list-style-type: none"> War memorial Local listing 	Alan, Jan, Michele, Nicola	Alan	Disband-NLR DBC still retaining asset.
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, XXX + XXX	Michele	Project still ongoing-add 2 Cllrs?
Play Park/Open spaces	<ul style="list-style-type: none"> Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Mandy	Disband-NLR look at options once business plan drawn up
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	Disband-NLR look at options once business plan drawn up
IT	<ul style="list-style-type: none"> Documents library for councillors? 	Nikki, Alan (technical) Nicola, Steve, XXXX	Alan	New council year- July/August.

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 Mandy	Steve	Disband-NLR
Celebrations (Formerly Jubilee)	<ul style="list-style-type: none"> To investigate and plan the Coronation commemorations and any festive or celebratory activities to bring back to council for decision making. 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	Disband-NLR

Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator	Add new parties?
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, XXX, XXX, Nikki (All to contribute)	Nicola Clerk to sign off	X2
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	XXX, XXX, Nicola, Nikki (admins)	Nicola Clerk Admin	X2
Defibrillator	<ul style="list-style-type: none"> budgetary matters and inspections. 	Alan, Nicola/Warden Guest (resident)	Clerk	
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. 	All at outset and will start again in new council term	Nicola (clerk assisting)	Disband-NLR new council term - look at with new business plan

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, XXX, Alan Membership and roles to be determined at the annual meeting.



Nash Mills Parish Council

Scheme of Delegation & Terms of Reference **V6**

Adopted	May 2023
Agenda Reference	23/012/ACM
Review Date	May 2025

Suggested amendments highlighted in yellow

Adoption History

Adopted 8 th 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
Updated May 2021 to remove Covid delegation arrangements.

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

Contents

1. Discharge of the Scheme
2. Principles of Delegation
3. Authority to Act
4. Conflicts of Interests
5. Council Reserved Powers
6. Delegation to Committees – Safeguards
7. Delegation to Officers
Clerk
8. Responsible Financial Officer

Appendix 1 - Personnel Committee Scheme of Delegation and 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.
- 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

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 Scheme of Delegation and 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

7 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 Councils 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 Personnel 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 Councils 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. The Parish Clerk to submit all consultee comments approved by full council to the DBC planning department.
19. The Parish Clerk may request an extension to the 21-day planning consultation period should the expiry fall outside of the meeting schedule.
20. 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.
21. 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.
22. If required, 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 or clerk will fulfil that role.
(Representatives allocated by full council will be encouraged to register themselves via the DBC portal and to notify the clerk if this is not possible).

8 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
4. The RFO will have full powers for purchases up to the expenditure limits as laid out in the adopted financial regulations. This limit may only be exceeded should the RFO deem it necessary (in their dual role as clerk) under sections 7 (1) and 7 (7) listed above. Any such action should be reported to council at the earliest possible opportunity.

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 **relevant** 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. 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.

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.

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.
- d) If appropriate a final report or summary should be provided to council once any project is completed and the working group dissolved.

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.

Development Management Committee Nominated Attendees Updated May 2023-May 2024

(draft)

Development Management Meetings 7pm	Attendees
25 May 2023	Alan Nicola Michele
22 June 2023	Alan Nicola (no Michele)
13 Jul 2023	Alan Nicola Michele
10 Aug 2023	Alan Nicola (no Michele)
7 Sep 2023	Alan Nicola Michele
28 Sep 2023	Alan (no Nicola) (no Michele)
19 Oct 2023	Alan Nicola Michele
16 Nov 2023	Alan Nicola Michele
14 Dec 2023	Alan Nicola (no Michele)
11 Jan 2024	Alan Nicola Michele
1 Feb 2024	Alan Nicola Michele
29 Feb 2024	Alan Nicola (no Michele)
21 Mar 2024	Alan Nicola (no Michele)
18 Apr 2024	Alan Nicola Michele
30 May 2024	Alan Nicola (no Michele)

Nikki send diary invitation once attendees confirmed

Nash Mills Parish Council
FINANCIAL SCHEDULE

May-23

Minutes ref

Payee	Method	Description	code	Amount	Vat	Amount	Inv No
SALARIES/HMRC/PENSION	SO	May Salaries, HMRC,Pension	Various	£ 2,722.52	£	2,722.52	
Vodafone	DD	Clerk's Mobile	4060	£ 18.34	£ 3.66	£ 22.00	571318288
NMVHA	SO	Hall Hire	4165	£ 30.00	£	30.00	
DBC	DD	Garage Rental	4175	£ 54.60	£ 10.92	£ 65.52	price change April 23 letter on file
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32	nm0523
HCC	online	Towpath contribution	CIL 331/4135	£ 5,000.00	£ -	£ 5,000.00	22/103/fpc 565875 1803903035
Legal & General Ins	online	IHLI renewal	4000	£ 249.73	£ -	£ 249.73	g74283
Rialtas	online	accounting package annual renewal	4120	£ 138.78	£ 27.75	£ 166.53	ongoing SM28348
HAPTC	online	New Cllr training x2	4140	£ 30.00	£ -	£ 30.00	2324/132
Auditing Solutions	online	Final Internal Audit sum	4105	£ 160.00	£ 32.00	£ 192.00	
SUBTOTAL				£ 8,422.57	£ 78.05	£ 8,500.62	
Payment made using Debit Card 21/4/2023	card	Warden supplies (see list)	4161	£ 75.18	£ 15.04	£ 90.22	
Payment made using Debit Card 25/4/2023	card	storage crates/card	4075	£ 14.96	£ 2.99	£ 17.95	wet n forget/sadolin/no more nails
both payments above using delegatd powers				£ 8,512.71	£ 96.08	£ 8,608.79	

NIKKI NOTES

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

Asset Register Updated 30th April 2023 (post audit)

Full asset register available on our website or upon request.

Asset Value 31st March 2023		£25,854.67
Approved by Council 17/4/2023		
Agenda Reference 22/198/FPC		
April 2023 Additions	Purchased	Net cost
Coronation plaque	Apr-23	£ 31.00
Coronation Bunting	Apr-23	£ 47.40
Coronation photo board	Apr-23	Consumable so not included
Asset Value 30th April 2023		£25,933.07

Nash Mills Parish Council

Internal Audit Report 2022-23 (Final Report)

Prepared by Susan Cook

***For and on behalf of
Auditing Solutions Ltd***

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2022-23 financial year, during our two visits for the year, which took place on 17th January 2023 and 3rd May 2023. We wish to thank the Clerk for assisting in the process, providing all necessary documentation to facilitate the conduct of our review for the year.

Internal Audit Approach

In undertaking our review, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date this year, the officer and the Council maintain adequate and effective internal control arrangements, the information provided on the website being particularly informative regarding the processes and controls in place by the Council. We are pleased to record that we have identified no issues warranting formal comment or recommendation.

We have duly completed and signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and Council of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. The Council operates Current accounts with Lloyds Bank and Nat West with the Lloyds Bank Current Account being used for its day-to-day transactions. Surplus funds are currently held in a Nat West savings account and a Lloyds Bank 32 day savings account. We have: -

- Ensured that an appropriate coding structure is in place in the RBS Rialtas Alpha accounting software;
- Ensured that the closing balances for 2021-22, as reported in the Statement of Accounts and AGAR for that year, have been correctly rolled forward as opening balances for 2022-23 in the Alpha software;
- Checked and verified a sample of four months' transactions in the Current account cashbook (June, October, December 2022 and March 2023) by reference to the supporting bank statements;
- Verified transactions on all other accounts for the year to 31st March 2023 by reference to supporting bank statements, etc;
- Noted that payments are made exclusively online or by Standing Order / Direct Debit, with the resultant removal of risk that cheques remain unpaid for any significant time; and

Reviewed and agreed detail of bank reconciliations on the Current Account as at 30th June, 31st October, 31st December 2022 and March 2023, to the cashbooks and bank statements, noting that they are checked, verified, and signed off by the Finance Lead at least quarterly during the year. The reconciliation at 31st December 2022 included some items from the January ledger, and the value of these was handwritten onto the reconciliation, rather than included within the reconciliation.

Conclusions

We are pleased to record that no issues have been identified in this area at this stage of our review warranting formal comment or recommendation; we would however remind the Clerk that in the unusual event that there are reconciling items, these should be included in the body of the reconciliation.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place, that Council meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have examined the minutes of the Full Council meetings that have taken place during the course of the year to date to ensure that no significant issues affecting the Council's financial stability either in the short, medium or long term exist.

We are pleased to note that the Council's Financial Regulations (FRs) were re-adopted at the meeting in June 2022, with the SOs also re-adopted at the April 2022 Meeting.

We note that the external audit report for 2021-22 has been signed off with no issues.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation currently: we will continue to monitor the Council's approach to governance at future visits, also continuing to review minutes of meetings over the remainder of the current financial year.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate controls are in place over the release of funds and that they accord with the adopted FRs;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We selected a sample of processed invoices for the year to 31st March 2023 including all payments individually in excess of £200, together with a more random selection of every 15th cashbook transaction, irrespective of value: our test sample comprises 30 individual non-pay related payments totalling £25,355 and equating to 85% by value of all non-pay related payments to the above date.

We note that all invoices are stamped, initialled by the Clerk and two councillors providing clear evidence that members scrutinise invoices and other documentation supporting payments included on a "Payment List" also initialling these.

We discussed the online payment processing arrangements with the Clerk, confirming these from the information contained in the Councils Internal Controls Review of Adequate and Effective Systems Document, noting members direct involvement and consider the procedures in place appropriate for the Council's present requirements and which afford an appropriate level of financial control.

Analysis of the new debit card was included as part of our payment review.

Finally, in this review area, we have checked and verified the quarterly VAT returns for 2022-23 ensuring agreement with the underlying detail in the Alpha nominal control account.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation:

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We are pleased to note that members had received, considered, and formally re-affirmed the Financial and Management Risk Register at the June 2022 meeting and again at the February 2023 meeting. We have reviewed the Financial and Management Risk document and consider it appropriate for the Council's present requirements.

We have examined the year's insurance schedule with AXA running until 31st May 2023 noting that Public & Employer's Liability stand at £10 million respectively, together with Fidelity Guarantee cover at £500 thousand, each of which we consider appropriate for the Council's present requirements.

We note that the Council operates effective arrangements for the regular inspection of the playground: these are inspected weekly by the RPI qualified warden with a further quarterly inspection undertaken by an external contractor.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation:

Review of Precept Determination and Budget Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Borough Council; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that, following due deliberation, the Council formally adopted the 2023-24 budget and precept at the January 2023 meeting, setting the latter at £37,759.15.

We are pleased to note that members receive regular budget monitoring reports through the year and have examined the year-end outturn with no unanticipated or unexplained variances existing warranting further enquiry.

We have considered the level of retained reserves at the financial year-end noting that they have decreased to £95,832 (£108,951 at 31st March '22), with EMRs now standing at £72,398 (£84,914 at prior year-end). The residual General Reserve balance of £23,434 (£24,037 as at 31st March 2022) equates to approximately 5 months expenditure at the 2022-23 level and is considered appropriate for the Council's ongoing revenue spending requirements.

Conclusions

We are pleased to record that no issues have arisen from our work in this area warranting formal comment or recommendation.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from various sources, and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We note that, in addition to the Precept, the Council receives a grant from Dacorum Borough Council towards the cost of the Warden, investment interest, recovered VAT, and advertising in the Parish Magazine.

We note that the Council formally reviews advertising fees as part of the annual budget and precept setting exercise.

Conclusions

We are pleased to record that no issues have arisen from our work in this area warranting formal comment or recommendation.

Petty Cash Account

The Council does not operate a petty cash account.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the LGPS.

The Council outsources production of its monthly payroll. We have examined the June 2022 payslip detail: -

- Ensuring that all staff gross pay for the month has been paid in accordance with the Clerk's record of individual's scale point and basic weekly working hours;
- Ensuring that tax and NI deductions / contributions have been calculated appropriately by reference to the relevant tax and NI tables;
- Ensuring that the correct percentage superannuation deductions have been applied where appropriate;
- Checking to ensure that, where overtime payments have been made, they are supported by appropriately certified time records and been paid at the appropriate enhanced hourly rate; and
- Verifying that the net salary payments for June 2022 have been made to staff appropriately and been recorded accurately in the accounting records.

Conclusion

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain a record of all assets owned. We are pleased to note compliance with this requirement and have examined the Council's register in order to ensure that it has been updated to reflect any new additions and / or disposals in the year.

Where possible the registration/serial number should be recorded on the register. We note that these are recorded in some, but not all cases.

For clarity we also suggest that, when assets are disposed of the register value for those assets is adjusted to NIL with the disposal date recorded.

We would also like the Council to consider the potential benefits of developing a photographic register of the assets held, particularly of potentially at-risk assets (benches, play equipment etc), which a number of our clients have found of assistance when pursuing either an insurance claim or in assisting any police enquiry where theft or wilful / accidental damage has occurred.

Conclusions

No issues of concern arise in this area of our review process, although, as indicated above we suggest that the asset register should be expanded to record registration/serial numbers along with photographic evidence of the asset.

Review of Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

As indicated in the first section of this report, we have verified detail of the investments in the various accounts holding "surplus" funds to 31st March 2023.

We have checked and agreed the receipt and recording of interest and dividends arising on these deposits to the Alpha cashbooks in the Alpha software and supporting bank statements.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Statement of Accounts and AGAR

We have examined the detail of the values reported in the year's AGAR at Section 2 agreeing that detail to the underlying Rialtos Alpha financial records with no issues arising.

Conclusions

There are no issues in this review area warranting formal comment or recommendation and ask that, once adopted by the Council, we be provided with copies of the certified Governance and Financial Statements in the year's AGAR in due course.

Based on the overall satisfactory conclusions drawn for our review work this year, we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Annual Internal Audit Report 2022/23

NASH MILLS PARISH COUNCIL

<https://www.nashmillsparishcouncil.gov.uk> **WEBSITE/WEBPAGE ADDRESS**

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")		N/A	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/01/2023

03/05/2023

DD/MM/YYYY

Name of person who carried out the internal audit

Susan Cook for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Susan Cook

REQUIRED

Date

04/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Nash Mills Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Friday 2nd June 2023 (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

(b)

Nikki Bugden (RFO/Clerk)

PO Box 1602

Hemel Hempstead

Herts

HP1 9ST

clerk@nashmillsparishcouncil.gov.uk

07493 519458

commencing on (c) **Monday 5 June 2023**

and ending on (d) **Friday 14 July 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)

15 Westferry Circus

Canary Wharf

London E14 4HD

sba@pkf-l.com

5. This announcement is made by (e) **Nikki Bugden (Clerk/RFO)**

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



Clerk Report Insurance Renewal (May/June 2023)

Clerk Recommendation

That NMPC determines the provider that they wish to use for 2023 based on the quotes circulated. Clerk has only obtained quotes from known providers who supply sector specific policies.

Background

In 2020 NMPC negotiated a reduced premium (under long term agreement until 31st May 2023) with Came & Company (sector specific insurance broker that NMPC has been with for over 7 years.). This has now ended. I have spoken to AJG who now own Came & Co to see if I can negotiate the price down. The level of service and support from AJG has always been excellent when we have raised queries. They are no longer a broker and as a single market provider have no discretion to reconsider the premiums quoted.

I have approached the following 2 alternatives for quotes. They both offer sector-specific policies. They were provided with our current policy cover and conditions and our asset register.

BHIB

Zurich

The renewal documents have been circulated in advance to all councillors for comment.

The council has no obligation to choose the cheapest quote, however, do have an obligation to obtain 'best value' whilst ensuring that all insurable risks are adequately covered.

Whilst the quote from Zurich does offer a much cheaper price it is likely that this is a 'new customer premium' to gain business. From talking to colleagues, it appears that their existing Zurich policies have increased by up to 20% this year therefore we should bear in mind that this might be just a one-year saving.

NMPC will have to be mindful that if we change insurer then we will not be able to progress any claim in relation to the 'Welcome to Nash Mills' signage, although this may be difficult to claim anyway due to lack of evidence and there are sufficient funds on reserves to cover the replacement.

Statutory Requirements

Public Liability Cover

Employers Liability Cover

Fidelity Cover

Fidelity cover was increased to £200,000.00 in 2021 and is sufficient to cover existing bank balances at the highest risk point during the year (when the precept is first received).

Assets Cover

Other Cover

AJG Cover-broker (Hiscox policy)

- Cllrs 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.
- New inclusion; Officials and trustees' indemnity. Entity reimbursement. We will pay on your behalf the loss which you are legally obliged or permitted to pay on behalf of an insured person arising from a covered claim or investigation.
- Radar cover requires activation to access some employer cover.
- See policy pack (circulated) for full cover details and exclusions.

New premium **£1000.96 (24% increase)**

11/5/2023 I have now received a waiver of the admin fee of £50 resulting in this now being £950.96

Zurich Cover

Parish specific policy -like for like as close as possible to the terms and limits of the existing AJG policy.

- Experienced with over 25 years in the Local Council sector.
- Largest insurer of Public Services in the UK.
- Offer Feefo Platinum Trusted Service.
- Offer a dedicated Cert CII qualified team of Town and Parish Council insurance experts, and a named contact personally assigned to you.
- Respond to any query or request within 24 working hours.
- Do not charge any administration fees.
- Also offer a risk management service through our Local Community Advisory Service ([LCAS](#)).

Quote

£775.47 or £713.84 on a 3-year LTA (this is not a fixed price for 3 years but is an undertaking that we are tied to them to provide ins for us)

Please note that it is likely that this is a year 1 quote to win new business. Zurich has increased some parish policies by 20% this year upon renewal.

BHIB Cover -broker (Aviva Policy)

Parish specific policy-as near to our existing policy as possible.

BHIB Councils Insurance structure the insurance policy as a 'package' providing a set minimum level of cover depending on council population size. They do this to try and ensure that Councils have adequate cover and don't have to tell BHIB every time there is a change to a sum insured, as long as it is within the cover limit, saving time on administration.

- Contents
- Street Furniture
- Walls, Gates, and Fences
- Playground Equipment
- War Memorials
- Mowers and Machinery
- Sports Equipment

BHIB can increase our cover at any time beyond these minimum policy limits if they are not adequate for our Council's needs. It is quite normal to offer a package policy to ease the administration burden of the person arranging the Council's insurances.

Included Endorsements

- 30 - Tree Felling and Lopping Cover
- 31 - Fly Tipping Cover
- AMENDED - Amended Policy Introduction
- COVEX - General Exclusions - Coronavirus
- FF01 - Skatepark and BMX Track Endorsement
- GDPRCLP - Data Protection Act wording amendment (CLP)
- GDPRELPL - Data Protection Act wording amendment (EL/PL)
- IL001 - Index Linking
- SKATE - Skate Park Endorsement

£801.94 or £754.70 on a 3-year LTU

or

£756.60 or £711.72 with Quality Council Award discount

Annual Budget and Financial Considerations

Previous years cost £807.61 with AJG

Insurance budget 2023/24 £967.58

Nikki Bugden

Clerk to the Council 3rd May 2023 (updated 11/5/2023)

Cil Update April 2023

April 2022 total held (excl £600 grant)

Cil paid in November 2022

s106 Grant spent 2022/23

Cil Paid April 2023

£	21,512.13
£	1,500.00
£	23,012.13
-£	600.00
£	300.00

Received April 2023

Must be spent by 2028

Expiry 2025	Expiry 2026	Expiry 2027	Expiry 2028		
5310.79	2621.18 £	783.90	300		
12721.26	75	1500			
18032.05	2696.18 £	2,283.90	300		
Total CIL				£	23,312.13
grant earmarked to HCC for tow path 2022					-5000
				£	18,312.13
Proposed additional spend March 2023 for The Denes works					-6800
Remaining Cil expiring in 2025					6232.05

Please note that Community Infrastructure Levy is a conditional spend with statutory limitations in its use and a fixed expiry date. It is charged on some developments within the parish and must be used for certain infrastructure linked projects. Further information can be found on the link below
<https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>.
 We review all proposed use with the CIL Team at DBC, prior to commencing any works.



NASH MILLS
PARISH COUNCIL

Review of Effectiveness of Internal Audit and Auditor v7

Last reviewed & adopted	Oct 2022
Agenda Reference	
Review Date	May 23

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 review of the effectiveness of internal controls was last undertaken in May 2022 and will be reviewed in June 2023.

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.

Internal Audit

Last Year NMPC appointed Susan Cook of Auditing Solutions as Internal Auditor for 2022/23. The external Auditor is appointed centrally (PKF Littlejohn) 2021/22 all objectives from the internal audit report were reported to council and action undertaken or comments noted.

2022/23 full report has been circulated to council however there are two points with comments that require response/action, and these are detailed below.

Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain a record of all assets owned. We are pleased to note compliance with this requirement and have examined the Council's register in order to ensure that it has been updated to reflect any new additions and / or disposals in the year.

Where possible the registration/serial number should be recorded on the register. We note that these are recorded in some, but not all cases.

For clarity we also suggest that, when assets are disposed of the register value for those assets is adjusted to NIL with the disposal date recorded.

We would also like the Council to consider the potential benefits of developing a photographic register of the assets held, particularly of potentially at-risk assets (benches, play equipment etc), which a number of our clients have found of assistance when pursuing either an insurance claim or in assisting any police enquiry where theft or wilful / accidental damage has occurred.

Conclusions

No issues of concern arise in this area of our review process, although, as indicated above we suggest that the asset register should be expanded to record registration/serial numbers along with photographic evidence of the asset.

Clerk Actions

Asset register to be updated throughout the year with photographic evidence.

Serial numbers are completed where we have them-these are not available for historic assets.

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. The Council operates Current accounts with Lloyds Bank and Nat West with the Lloyds Bank Current Account being used for its day-to-day transactions. Surplus funds are currently held in a Nat West savings account and a Lloyds Bank 32 day savings account. We have: -

- Ensured that an appropriate coding structure is in place in the RBS Rialtas Alpha accounting software;
- Ensured that the closing balances for 2021-22, as reported in the Statement of Accounts and AGAR for that year, have been correctly rolled forward as opening balances for 2022-23 in the Alpha software;
- Checked and verified a sample of four months' transactions in the Current account cashbook (June, October, December 2022 and March 2023) by reference to the supporting bank statements;
- Verified transactions on all other accounts for the year to 31st March 2023 by reference to supporting bank statements, etc;
- Noted that payments are made exclusively online or by Standing Order / Direct Debit, with the resultant removal of risk that cheques remain unpaid for any significant time; and

Reviewed and agreed detail of bank reconciliations on the Current Account as at 30th June, 31st October, 31st December 2022 and March 2023, to the cashbooks and bank statements, noting that they are checked, verified, and signed off by the Finance Lead at least quarterly during the year. The reconciliation at 31st December 2022 included some items from the January ledger, and the value of these was handwritten onto the reconciliation, rather than included within the reconciliation.

Conclusions

We are pleased to record that no issues have been identified in this area at this stage of our review warranting formal comment or recommendation; we would however remind the Clerk that in the unusual event that there are reconciling items, these should be included in the body of the reconciliation.

Clerk Actions

No actions required-this relates to bank reconciliation for Dec that was reviewed in January as there was no December meeting. The accounting software would not enable me to express the reason for the amendments, so a handwritten note was added for clarity.

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 Susan Cook @ Auditing Solutions for the 2022/2023 internal audit minute ref 22/141/FPC</p>	Need to approve auditor for 2023/24 later in 2023
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>	<p>Yes</p> <p>New auditor to council to enable more independence after long term use of previous auditor.</p>
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>Yes (previously a clerk and accountant)</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 Newly elected Cllrs are booked in for new Cllr 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 Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is in place</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> <p>New for 2023 – Clerk has requested that a Cllr for internal control be appointed (May 2023 agenda item)</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 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 were called for.	Yes. Copy of report with the recommendations is circulated once received and council to be updated in full prior to next audit being instructed. Circulated regularly. Last circulation post audit May 2023
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. Quality council award attained Qualified Clerk New Councillors attending training Clerk continuing CPD and a trained internal auditor/ Internal audit lead for HAPTC and trainer.
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 Council has a good awareness of risk. Risk Assessments are created when new projects are being delivered.
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 previous auditors' recommendations. Parish specific accounting package purchased April 2020. Qualified sector specific Internal auditor engaged External Auditor report to be circulated after Sept 2023



Standing Orders V8

Adopted	9 th May 2022
Agenda Ref	
Review	

MODEL STANDING ORDERS 2018 FOR ENGLAND revised April 2022 (new legislation)

Introduction	3
1. Rules of debate at meetings	4
2. Disorderly conduct at meetings	5
3. Meetings generally	6
4. Committees and sub-committees	9
5. Ordinary council meetings	10
6. Extraordinary meetings of the council, committees and sub-committees	12
7. Previous resolutions	13
8. Voting on appointments	13
9. Motions for a meeting that require written notice to be given to the proper officer	13
10. Motions at a meeting that do not require written notice	14
11. Management of information	15
12. Draft minutes	15
13. Code of conduct and dispensations	16
14. Code of conduct complaints	17
15. Proper officer	17
16. Responsible financial officer	19
17. Accounts and accounting statements	19
18. Financial controls and procurement	20

19. Handling staff matters.....	21
20. Responsibilities to provide information	22
21. Responsibilities under data protection legislation	22
22. Relations with the press/media.....	23
23. Execution and sealing of legal deeds	23
24. Communicating with district and county or unitary councillors	23
25. Restrictions on councillor activities	24
26. Standing orders generally.....	24

Introduction

Updates to model standing orders 2018 Updated April 2022 (update to standing order 18 only)

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) disregards 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**
- 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. An ordinary meeting should be held in March/April annually (if required) to review policies and salaries and October annually to review salaries and policies in line with budget setting and legislation.

Suggested alternative wording for above

The personnel committee may determine its schedule on an 'as required' basis however there must be at least one annual meeting, to review budgets and policies. This should be scheduled in accordance with the timetable for council budget setting (Aug-Oct annually)

- 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 of working groups, group membership, lead councillors and terms of reference (as detailed in the scheme of delegation)
- XII. Appointment of Lead Councillor Finance and Lead Councillor Planning and terms of reference (as detailed in the scheme of delegation)
- XIII. Appointment of Councillor for Internal Controls.

- XIV. Review and adoption of appropriate standing orders and financial regulations;
- XV. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- XVI. Review of representation on or work with external bodies and arrangements for reporting back;
- XVII. 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;
- XVIII. Review of inventory of land and other assets including buildings and office equipment;
- XIX. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- XX. Review of the Council's and/or staff subscriptions to other bodies;
- XXI. Consideration of the rolling policy and procedure review schedule and the adoption of all policies and procedures of the council currently in place and previously adopted by full council in the preceding years. (Including policies covered under points xix-xxii listed below)
- XXII. Review of the Council's complaints procedure;
- XXIII. 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*);
- XXIV. Review of the Council's policy for dealing with the press/media;
- XXV. Review of the Council's employment policies and procedures;
- XXVI. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- XXVII. Consideration of any changes to the schedule of meetings set in January
- XXVIII. 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
- e (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.
- c. Should new information be provided, that in the opinion of the clerk, materially affects the original decision the matter may be brought back to council for consideration.

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 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 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 (5) 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 district online 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 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;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR the personnel 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 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 be in line with the adopted appraisal scheme and be reported in writing and any contractual amendments 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 the 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 and shall be reported back and progressed by resolution of the personnel committee unless it is deemed more appropriate to refer the matter back to full council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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 and again in

	A	B	C	D	E	F
1	Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date
2						
3	GOVERNANCE					
4	Standing Orders	7	May-22	y	2 years	May-23
5	Code of Conduct	3	Apr-22	y	2 years	May-23
6	ICO Publication Scheme	5	Feb-23	y	Annually	Feb-24
7	SCHEME OF DELEGATION (INCORPORATES BELOW)					
8	Scheme of Delegation (inc Working Groups)	5	May-22	y	2 years	May-23
9	Personnel TOR	4	Apr-23	Jan-00	2 years	Apr-25
10	POLICIES & PROCEDURES					
11	Complaints Policy	5	Feb-23	y	Annually	Feb-24
12	Social Media & Electronic Communications Policy	5	Apr-23	y	2 years	Apr-25
13	Grant & Donation Policy & Application	2	Jan-23	y	2 years	Jan-25
14	Planning Code of Practice	1	Apr-19	y	when required	
15	Community Engagement Stmtnt of Intent	3	Nov-19	y	when required	
16	Press and Media Policy	4	Apr-23	y	2 years	Apr-25
17	Accessibility stmtnt for website	1	01-Mar-20	y	as req	
18	Privacy Stmtnt (for website)	1		y		
19	Virtual Meeting Procedure	1	01-Jun-20	y	as req	
20	Health & Safety Policy	1	Sep-22	Y	annually	Sep-23
21	Vexatious Complaints Policy	3	Feb-23	y	annually	Feb-23
22	Photographing and Recording of Meetings Policy	1	Aug-20	y	3 years	Sep-23
23	Safeguarding Policy	1	Feb-23	n	2 years	Mar-25
24	Remote Meeting Protocol	1	Oct-20	y	2 years	NLR
25	GDPR					
26	Information& Data Protection Policy	1	Oct-22	y	2 years	Oct-24
27	Freedom of Information Policy			y		
28	Subject Access Request Policy			y		
29	GDPR Data Audit	1	Sep-22	n	annually and post elections	Jun-23
30	GDPR Consent and Privacy Notices	1	Sep-22	y	Annually	Sep-23
31	General Privacy Notice	1	Sep-22	y	Annually	Sep-23
32	General Contacts Consent	1	Sep-22	y	Annually	Sep-23
33	Cllr consent	1	Sep-22		annually and post elections	Jun-23
34	STAFFING					
35	Equality & Diversity Policy	1	Aug-20	y	3 years	Aug-23
36	Civility & Respect Policy	1	Sep-22	y	3 years	Sep-25

	A	B	C	D	E	F
37	Disciplinary Procedure	1	Oct-20	n	3 yrs	Oct-23
38	Grievance Policy	1	Aug-20	y	3 years	Sep-23
39	Training & Development policy	1	Oct-22	y	3 years	Oct-25
40	Dignity at Work Policy	1	Oct-22	y	3 years	Oct-25
41	Appraisal Policy	3	Feb-22		5 years	Apr-28
42	Lone working Policy					
43	Recruitment Policy					
44	Co-option Procedure					
45	Covid Contingency Plan		Mar-20		as required	
46	Retention and Disposal Policy	1	Aug-20	y	3 years	Sep-23
47	Retention and Disposal Policy Appendix A	1	01-Aug-20	y	3 years	Sep-23
48	RISK					
49	Risk Management (& Financial) Scheme	9	Feb-23	y	6 mnthly Jan & June	Jun-23
50	Warden Risk Assessment	4	Jan-23	N	annually	Jan-24
51	Gritting Risk Assessment	1	Feb-23	n	3 years	Feb-26
52	Event Risk Assessment		Nov-20		as and when	
53	Expo Event RA	1	Feb-23	n	as and when	
54	Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when	
55	Christmas Lights Risk Assessment	2	Oct-21	N	annually	Oct-23
56	Covid Return to F2F Meetings V3	4	Mar-22	Y	when required	
57	Risk Assessment Play Area	4	Jan-23	N	annually	Dec-23
58	Remembrance Day RA	4	Oct-22	N	Annually	Oct-23
59	Defibrillator RA	3	Nov-22	y	When required	Nov-23
60	Jubilee RA	1	May-22	y	n/a	n/a
61	Jubilee Bench Installation RA	1	Jun-22	n	n/a	n/a
62	Bulb Planting Risk assessment	1	Nov-22	n	when required	
63	Magazine delivery RA	1	Jun-22	n	every 2 yrs or when required	Jun-24
64	FINANCIAL					
65	Financial Regulations	4	Jul-21	y	annually	Jun-23
66	Asset Register		Oct-22	y	6 monthly	May-23
67	Review of the Effectiveness of the Internal Auditor & Audit	6	Oct-22	y	6 Monthly Dec/May	May-23
68	Audit Plan	3	Jan-23		Annually	Jan-24
69	Reserves Policy	4	Jul-21	y	Annually	Jun-23
70	Earmarked Reserves (appendix to above policy)	3	Oct-21		October and May	Jun-23
71	Internal Control Review	5	Oct-22	y	6 monthly Dec/May	May-23
72	Investment Strategy	3	Mar-22	Y	Annually	Mar-23

	A	B	C	D	E	F
73	Budget Setting Process					
74	STRATEGY					
75	Business Action Plan	1	Nov-21			
76	Annual Report		Apr-23	Y		Apr-24
77	OTHER					
78	Good Councillors Guide					
79	Arnold Baker		10th edition			
80	Local Councils Explained		NALC 2013			
81	KEY					
82	Items in black have been adopted					
83	items in blue (bold) are still needed or historic docs need reviewing.					
84	items in red have been drafted					
85	Notes					
86						

NMPC usually meet on the second Monday of every month (now at 7.30pm) At Nash Mills Village Hall, Lower Road.

It is always best to check our website in case we have to change venue, dates, or times. All residents are welcome to attend and the business to be transacted will be on the agenda that is posted here and, on the website, approx a week prior to the meeting.

Date of Meeting
Monday 9 th January 2023
Monday 13 th February 2023
Monday 13 th March 2023
Monday 17 th April 2023*
Monday 15 th May 2023*
Annual Council & Annual Parish Meeting
Monday 12 th June 2023
Monday 10 th July 2023
Monday 14 th August 2023*
Monday 11 th Sept 2023
Monday 9 th October 2023
Monday 13 th November 2023
Monday 11 th December 2023*

*May meeting moved due to the Coronation

* April meeting moved due to Easter

*August * December meetings only held if required

Consultations May 2023

Meeting held 03/05/2023

Present:

Alan Briggs, Michele Berkeley, Nicola Cobb, Grant Kennedy.

The Working Group (WG) was formed at the April 2023 Council meeting in order to review and feedback on two consultations. The feedback below is proposed to Council for approval at the May 2023 meeting before submission by the Clerk.

- **HCC Place & Movement Planning and Design Guidance**

<https://www.hertfordshire.gov.uk/p&mpanddg>

Following a detailed review of this consultation, the WG concluded that this consultation is specifically targeted at scheme promoters to enable them to work within existing guidelines at the critical planning stages and as such proposes no new policies. As such, NMPC should thank HCC for our inclusion in the consultation, but offer “no comment”.

- **DLUHC Consultation on the Infrastructure Levy**

<https://www.gov.uk/government/consultations/technical-consultation-on-the-infrastructure-levy/technical-consultation-on-the-infrastructure-levy>

This consultation seeks views on technical aspects of the design of the Infrastructure Levy. Responses will inform the preparation and content of regulations, which will themselves be consulted on, should Parliament grant the necessary powers set out in the Levelling Up and Regeneration Bill. There are 45 questions to which the WG proposes the responses **NMPC: highlighted** on the following pages. Where the question relates to subjects outside the knowledge base of NMPC, then “no comment” is proposed.

Alan Briggs

Consultations May 2023

Chapter 1 – Fundamental design choices

Question 1: Do you agree that the existing CIL definition of ‘development’ should be maintained under the Infrastructure Levy, with the following excluded from the definition: developments of less than 100 square metres (unless this consists of one or more dwellings and does not meet the self-build criteria) – **NMPC: Yes**/No/Unsure

Buildings which people do not normally go into - **NMPC: Yes** /No/Unsure

Buildings into which peoples go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery - **NMPC: Yes** /No/Unsure

Structures which are not buildings, such as pylons and wind turbines. **NMPC: Yes** /No/Unsure

Please provide a free text response to explain your answer where necessary.

Question 2: Do you agree that developers should continue to provide certain kinds of infrastructure, including infrastructure that is incorporated into the design of the site, outside of the Infrastructure Levy? [**NMPC: Yes** /No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 3: What should be the approach for setting the distinction between ‘integral’ and ‘Levy-funded’ infrastructure? [see para 1.28 for options a), b), or c) or a combination of these]. Please provide a free text response to explain your answer, using case study examples if possible.

Para 1.28

- a) A set of principles established in regulations or policy.
- b) A nationally set list of types of infrastructure that are either ‘integral’ or ‘Levy-funded’ set out in regulations or policy.
- c) **NMPC: Principles and typologies are set locally.**

Question 4: Do you agree that local authorities should have the flexibility to use some of their Levy funding for non- infrastructure items such as service provision? [**NMPC: Yes** /No/Unsure] Please provide a free text response to explain your answer where necessary.

NMPC Example: Repairs to existing infrastructure – for example roads, schools etc

Question 5: Should local authorities be expected to prioritise infrastructure and affordable housing needs before using the Levy to pay for non-infrastructure items such as local services? [**NMPC: Yes** /No/Unsure]. Should expectations be set through regulations or policy? Please provide a free text response to explain your answer where necessary.

NMPC: There should be scope to permit spend on repairs to infrastructure rather than just new provision

Question 6: Are there other non-infrastructure items not mentioned in this document that this element of the Levy funds could be spent on? [Yes/No/**NMPC: Unsure**] Please provide a free text response to explain your answer where necessary.

NMPC: The document mentions “social care, subsidised or free childcare schemes, or improving local services including service provision”. The WG suggests kerbside

Consultations May 2023

charging (outside the relevant development) as valid for an element of the Levy funds.

Question 7: Do you have a favoured approach for setting the ‘infrastructure in-kind’ threshold? [high threshold/medium threshold/low threshold/local authority discretion/none of the above]. Please provide a free text response to explain your answer, using case study examples if possible. **NMPC: NO COMMENT**

Question 8: Is there anything else you feel the government should consider in defining the use of s106 within the three routeways, including the role of delivery agreements to secure matters that cannot be secured via a planning condition? Please provide a free text response to explain your answer. **NMPC: NO COMMENT**

Chapter 2: Levy rates and minimum thresholds

Question 9: Do you agree that the Levy should capture value uplift associated with permitted development rights that create new dwellings? **NMPC: Yes** /No/Unsure]. Are there some types of permitted development where no Levy should be charged? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 10: Do you have views on the proposal to bring schemes brought forward through permitted development rights within scope of the Levy? Do you have views on an appropriate value threshold for qualifying permitted development? Do you have views on an appropriate Levy rate ‘ceiling’ for such sites, and how that might be decided?

NMPC: NO COMMENT

Question 11: Is there is a case for additional offsets from the Levy, beyond those identified in the paragraphs above to facilitate marginal brownfield development coming forward? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary, using case studies if possible.

NMPC: NO COMMENT

Question 12: The government wants the Infrastructure Levy to collect more than the existing system, whilst minimising the impact on viability. How strongly do you agree that the following components of Levy design will help achieve these aims?

- Charging the Levy on final sale GDV of a scheme [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/ **NMPC: Unsure**]
- The use of different Levy rates and minimum thresholds on different development uses and typologies [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/ **NMPC: Unsure**]
- Ability for local authorities to set ‘stepped’ Levy rates [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/ **NMPC: Unsure**]
- Separate Levy rates for thresholds for existing floorspace that is subject to change of use, and floorspace that is demolished and replaced [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/ **NMPC: Unsure**]

Consultations May 2023

Question 13: Please provide a free text response to explain your answers above where necessary.

NMPC: There need to be safeguards to prevent the potential to re-sell just before completion in order to avoid / minimise part of the levy charge. Equally to prevent schemes which might “never complete” like uncompleted roofs on occupied houses in certain foreign countries.

Chapter 3 – Charging and paying the Levy

Question 14: Do you agree that the process outlined in Table 3 is an effective way of calculating and paying the Levy? [**NMPC: Yes** /No/Unsure] Please provide a free text response to explain your answer where necessary.

NMPC:

- There need to be safeguards to prevent developers “running rings” around local authorities with levy avoidance tactics.
- Local authorities need to be funded to have the resources / expertise necessary to manage the levy process.
- How will abuses be policed?

Question 15: Is there an alternative payment mechanism that would be more suitable for the Infrastructure Levy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

NMPC: NO COMMENT

Question 16: Do you agree with the proposed application of a land charge at commencement of development and removal of a local land charge once the provisional Levy payment is made? [**NMPC: Yes** /No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 17: Will removal of the local land charge at the point the provisional Levy liability is paid prevent avoidance of Infrastructure Levy payments? [Strongly Agree/Agree/Neutral/**NMPC: Disagree**/ Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 18: To what extent do you agree that a local authority should be able to require that payment of the Levy (or a proportion of the Levy liability) is made prior to site completion? [**NMPC: Strongly Agree**/Agree/Neutral/Disagree/Strongly Disagree/Unsure]. Please explain your answer.

Question 19: Are there circumstances when a local authority should be able to require an early payment of the Levy or a proportion of the Levy? Please provide a free text response to explain your where necessary.

NMPC: YES. Developments take time. Funding for infrastructure may need to be provided to ensure provision before development completion.

NASH MILLS PARISH COUNCIL – REPORT of a WORKING GROUP MEETING

Consultations May 2023

Question 20: Do you agree that the proposed role for valuations of GDV is proportionate and necessary in the context of creating a Levy that is responsive to market conditions [NMPC: Yes /No/Unsure]. Please provide a free text response to explain your answer where necessary.

Chapter 4 – Delivering infrastructure

Question 21: To what extent do you agree that the borrowing against Infrastructure Levy proceeds will be sufficient to ensure the timely delivery of infrastructure? [Strongly Agree/Agree/NMPC: Neutral/ Disagree/Strongly Disagree/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 22: To what extent do you agree that the government should look to go further, and enable specified upfront payments for items of infrastructure to be a condition for the granting of planning permission? [Strongly Agree/NMPC: Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 23: Are there other mechanisms for ensuring infrastructure is delivered in a timely fashion that the government should consider for the new Infrastructure Levy? [Yes/No/NMPC: Unsure] Please provide free text response to explain your answer where necessary.

NMPC: Developers to build (for example) schools and health centres that are situated outside the development in return for a credit of an amount of the levy.

Question 24: To what extent do you agree that the strategic spending plan included in the Infrastructure Delivery Strategy will provide transparency and certainty on how the Levy will be spent? [Strongly Agree/Agree/NMPC: Neutral/Disagree/Strongly Disagree] Please provide a free text response to explain your answer where necessary.

Question 25: In the context of a streamlined document, what information do you consider is required for a local authority to identify infrastructure needs?

NMPC: Succinct, plain English. This consultation is hard to follow and appears to contain lots of repetition.

Question 26: Do you agree that views of the local community should be integrated into the drafting of an Infrastructure Delivery Strategy? [NMPC: Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 27: Do you agree that a spending plan in the Infrastructure Delivery Strategy should include:

- Identification of general 'integral' infrastructure requirements
- Identification of infrastructure/types of infrastructure that are to be funded by the Levy

Consultations May 2023

- Prioritisation of infrastructure and how the Levy will be spent
- Approach to affordable housing including right to require proportion and tenure mix
- Approach to any discretionary elements for the neighbourhood share
- Proportion for administration
- The anticipated borrowing that will be required to deliver infrastructure
- Other – please explain your answer
- **NMPC: All of the above**

Question 28: How can we make sure that infrastructure providers such as county councils can effectively influence the identification of Levy priorities?

- Guidance to local authorities on which infrastructure providers need to be consulted, how to engage and when
- Support to county councils on working collaboratively with the local authority as to what can be funded through the Levy
- Use of other evidence documents when preparing the Infrastructure Delivery Strategy, such as Local Transport Plans and Local Education Strategies
- Guidance to local authorities on prioritisation of funding
- Implementation of statutory timescales for infrastructure providers to respond to local authority requests
- Other – please explain your answer

NMPC: Mandate collaboration between County and Borough / District Councils on Strategic Plans for Infrastructure Levy Expenditure.

Question 29: To what extent do you agree that it is possible to identify infrastructure requirements at the local plan stage? [Strongly Agree/ **NMPC: Agree** / Neutral /Disagree /Strongly Disagree / Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 5 – Delivering affordable housing

Question 30: To what extent do you agree that the ‘right to require’ will reduce the risk that affordable housing contributions are negotiated down on viability grounds? [Strongly Agree / **NMPC: Agree** /Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 31: To what extent do you agree that local authorities should charge a highly discounted/zero-rated Infrastructure Levy rate on high percentage/100% affordable housing schemes? [Strongly Agree / **NMPC: Agree** /Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Question 32: How much infrastructure is normally delivered alongside registered provider-led schemes in the existing system? Please provide examples.

NMPC: NO COMMENT

Question 33: As per paragraph 5.13, do you think that an upper limit of where the ‘right to require’ could be set should be introduced by the government? [**NMPC: Yes** /No/unsure]

Consultations May 2023

Alternatively, do you think where the 'right to require' is set should be left to the discretion of the local authority? [Yes/No/unsure]. Please provide a free text response to explain your answer where necessary.

Chapter 6 – Other areas

Question 34: Are you content that the Neighbourhood Share should be retained under the Infrastructure Levy? **NMPC: Yes**/No/Unsure?]

Question 35: In calculating the value of the Neighbourhood Share, do you think this should A) reflect the amount secured under CIL in parished areas (noting this will be a smaller proportion of total revenues), B) **NMPC: be higher than this equivalent amount** C) be lower than this equivalent amount D) Other (please specify) or E) unsure. Please provide a free text response to explain your answer where necessary

NMPC: This would better enable Parish Councils to fund the type of local infrastructure that falls within their powers.

Question 36: The government is interested in views on arrangements for spending the neighbourhood share in unparished areas. What other bodies do you think could be in receipt of a Neighbourhood Share in such areas?

NMPC: Formally recognised bodies such as Village Associations and Village Halls.

Question 37: Should the administrative portion for the new Levy A) reflect the 5% level which exists under CIL **B) be higher than this equivalent amount**, C) be lower than this equivalent amount D) Other (please specify) or E) unsure. Please provide a free text response to explain your answer where necessary.

NMPC: Higher to reflect the higher level of administration / negotiation that may be required.

Question 38: Applicants can apply for mandatory or discretionary relief for social housing under CIL. Question 31 seeks views on exempting affordable housing from the Levy. This question seeks views on retaining other countryside exemptions. How strongly do you agree the following should be retained:

residential annexes and extensions; [Strongly Agree/ **NMPC: Agree** / Neutral / Disagree /Strongly Disagree]

self-build housing; [Strongly Agree/Agree/Neutral/ **NMPC: Disagree** /Strongly Disagree]

If you strongly agree/agree, should there be any further criteria that are applied to these exemptions, for example in relation to the size of the development?

NMPC: There should be a local authority defined ceiling on the value of self build developments which are excluded.

Question 39: Do you consider there are other circumstances where relief from the Levy or reduced Levy rates should apply, such as for the provision of sustainable technologies?

[Yes/No/ **NMPC Unsure**]. Please provide a free text response to explain your answer where necessary.

Consultations May 2023

NMPC: If the provision is only for the benefit of the residents of the development, then arguably that increases the value of those properties and so should not be excluded.

Question 40: To what extent do you agree with our proposed approach to small sites? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

NMPC: NO COMMENT

Question 41: What risks will this approach pose, if any, to SME housebuilders, or to the delivery of affordable housing in rural areas? Please provide a free text response using case study examples where appropriate.

NMPC: NO COMMENT

Question 42: Are there any other forms of infrastructure that should be exempted from the Levy through regulations?

NMPC: Providing infrastructure within the development which also provides for the wider local community, e.g. parking, solar power etc.

Question 43: Do you agree that these enforcement mechanisms will be sufficient to secure Levy payments? [Strongly Agree/Agree/Neutral/ **NMPC: Disagree** /Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 7 – Introducing the Levy

Question 44: Do you agree that the proposed ‘test and learn’ approach to transitioning to the new Infrastructure Levy will help deliver an effective system? [**NMPC: Strongly Agree** /Agree/ Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Question 45: Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010? [Yes/ **NMPC: No** /Unsure]. Please provide a free text response to explain your answer where necessary.



NASH MILLS

PARISH COUNCIL



Clerk Report May 2023

Verges Phase 2

March 2023 update from Borough Cllr -DBC still has verge hardening on hold.

Lease

Just waiting for final confirmation. There is a hold-up with the landowner, our solicitors are ready to exchange.

Memorial

B/Cllr to take forward if possible.

Green Grant

Final evaluation form now completed and sent back to DBC.

Banking

Cllr Steve Roberts now added as a signatory to the Lloyds bank accounts and waiting for online access.

Clerk will arrange to remove old signatories

We now have Cllrs Bayley/Berkeley/Roberts and the clerk on the Lloyds Accounts.

As this process has taken nearly a year I have registered a complaint resulting in £125 compensation being due. This will be reported to council once received.

I will now check the NatWest mandates and update if required. Council originally determined that Cllr Berkeley and Cllr Roberts be added to all accounts, but the Lloyds issue has delayed this.

Noticeboard

I have ordered additional keys so that the warden has a set (Cllr Cobb has the other set)

Quality Council Award

I have provided a 'blog' for the NALC website which has been shared with all P&TC

Canal Towpath Upgrade

Invoice received.

Elections 2023

All 8 Cllrs have received new parish email addresses

Template signature proforma has been sent to all Cllrs.

New Cllrs have received induction packs

Website has been updated

HAPTC have been advised of all new Cllr email addresses.

2 new Cllrs booked in to HAPTC 'new Cllr' training – 1 outstanding.

Theft

Bunting and roundels stolen from The Denes on Sunday 7th May 2023.

I spoke to the CCTV team @ DBC who have confirmed that there is clear footage of the persons removing the roundels and if known they are clearly identifiable. This has now been reported to the police and we have a crime reference number They are investigating. I have also emailed PC Broom to inform him.

Telecoms Mast @ The Denes

We have now been formally advised that following our objection to the mast being placed in our Jubilee Garden this matter has been closed. Currently there are no further plans to install a mast at an alternative location close to The Denes.

Warden Updates

Very busy week after the bank holiday due to fly tipping around the parish.

Action List Updates

Lloyds Bank signatories now completed.

Welcome to Nash Mills Sign, Warden has investigated, and I am waiting for Ringway to call me back (I have been chasing) to see if they have any evidence of when it was damaged on their systems.

Training Attended/Attending/CPD

- Inclusion in new working group with HCC corporate policy team. Project is the shared statement of partnership principles for HAPTC & HCC. Quarterly teams meetings.

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

- Complaint re yellow lines on Red Lion Lane and impact on cars being parked on neighbouring streets and obstructing Lower Road.
- Query re planning at Belswains Lane -works commencing (approved 2018)
- FOI request received requesting NMPC bank balances, directed to website where this information is openly displayed.
- Query re SID data request (June agenda item)
- Query from a resident re possibility of re-wilding and tree planting at Mill Close. I am liaising with DBC and will bring back to council in June.
- Query re road closure sign on Belswains Lane, HCC site mentions 2 way lights not closure. Email sent to HCC Officer to try to obtain clarity so that we can inform residents.

Office Closed-Clerk on leave

Thursday 18th May

Monday 22nd May

Nikki Bugden 11/5/2023