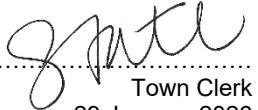




Chichester City Council

## MEETING OF THE FINANCE COMMITTEE

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD AT 5.30PM ON WEDNESDAY 4 FEBRUARY 2026 IN THE COUNCIL CHAMBER

  
.....  
Town Clerk  
29 January 2026

### Agenda - 4 February 2026

<b>FIN2026/68</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>FIN2026/69</b>	<b>DECLARATIONS OF INTEREST</b>
<b>FIN2026/70</b>	<b>PUBLIC QUESTIONS</b>
<b>FIN2026/71</b>	<b>UPDATE ON ACTIONS FROM PREVIOUS MEETING</b>
<b>FIN2026/72</b>	<b>COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE</b>
<b>FIN2026/73</b>	<b>CITY COUNCIL BUDGET 2026-2027</b>
<b>FIN2026/74</b>	<b>FEES AND CHARGES 2026-2027</b>
<b>FIN2026/75</b>	<b>STATUTORY POLICY REVIEWS</b>
<b>FIN2026/76</b>	<b>EID AL-FITR</b>
<b>FIN2026/77</b>	<b>ITEMS FOR NEXT AGENDA</b>
<b>FIN2026/78</b>	<b>DATE OF NEXT MEETING</b>

#### **FIN2026/68.APOLOGIES FOR ABSENCE**

To note apologies, receive from members of the Committee prior to the meeting.

#### **FIN2026/69.DECLARATIONS OF INTEREST**

Declarations of interest by Members of the Committee in matters on the agenda of this meeting.

#### **FIN2026/70.PUBLIC QUESTIONS**

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

**FIN2026/71.UPDATE ON ACTIONS FROM PREVIOUS MEETING**

**FIN2026/72.COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

Update on CIL allocations and funding.

*Report attached.*

**FIN2026/73.CITY COUNCIL BUDGET 2026-2027**

To discuss and approve the proposed City Council budget for 2026-2027.

Town Clerk and Deputy Town Clerk to report (*report attached*)

**FIN2026/74.FEES AND CHARGES 2026-2027**

To consider the proposed charges for City Council services for 2026-2027.

*Report attached.*

**FIN2026/75.STATUTORY POLICY REVIEWS**

Further to Appendix 2 of the City Council's Standing Orders (April 2025), to review the following:

1. Standing Orders and Financial Regulations.
2. Council risk assessment statements
3. Confirmation of arrangements for insurance cover in respect of all insured risks.

*Risk action plan attached.*

**Insurance cover for all insured risks**

As per minute 110 Council meeting 2nd April 2025 - The Council entered into a three year insurance contract as at 1st April 2025.

**FIN2026/76.EID AL-FITR**

To consider a request for City Council support for the Eid al-Fitr event on 20 March 2026.

*Paper to follow.*

**FIN2026/77.ITEMS FOR NEXT AGENDA**

**FIN2026/78.DATE OF NEXT MEETING**

Date of next ordinary meeting: 11 March 2026

[Cil Exp to 26th Jan 2026](#)

FIN2026/72 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

Last modified: 29/01/2026

**Cil expenditure 2025-2026**

<b>Cil Projects</b>	<b>2025-2026 Budget</b>	<b>2025-2026 Actual</b>	<b>Balance</b>
Streetlights	£ 32,000.00	14,141.00	17,859.00
Traffic schemes	£ 11,000.00	0.00	11,000.00
Improve City signage £20,000	£ 20,000.00	0.00	20,000.00
Community Noticeboards (digital display)	£ 14,500.00	14,999.00	-499.00
Cathedral beds	£ 29,735.00	20,400.00	9,335.00
Energy Efficiency Schemes 200k	£ 64,902.33	475.00	64,427.33
Pavements - £100,000		0.00	0.00
New Park Centre	£ 50,000.00	50,000.00	0.00
NEST	£ 150,000.00	150,000.00	0.00
Aluminium staging	£ 20,000.00	9,961.34	10,038.66
Community Grants	£ 50,000.00	50,000.00	0.00
Community Hall (South of city)	£ 100,000.00	6,000.00	94,000.00
Playgrounds	£ 75,000.00	75,000.00	0.00
	<b>£ 617,137.33</b>	<b>£ 390,976.34</b>	<b>£ 226,160.99</b>

to 26th Jan 2026

[Cil Programme](#)

FIN2026/72 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

Last modified: 29/01/2026

### Cil expenditure over years

Cil Receipts retained (at 31st July 2025)	£ 1,667,585.14	Anticipated Cil income to 2029	£ 1,505,736.00	Whitehouse phase 2
			£334,804	Remaining City wide 270 housing allocation in Local Plan
			£150,000	Balance of Whitehouse phase 1
			£50,000	Windfall developments
		£ 2,040,540.00		£ 3,708,125.14

Cil Projects	Spend in Previous years	2024-2025	2025-2026 BUDGET	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
Cycle racks	£ 25,296.50								
Litten lighting	£ 26,798.21								
Canal bank	£ 10,000.00								
Electric Van	£ 14,355.00								
St James solar Panels	£ 9,999.17								
Ride on mower	£ 9,587.49								
Streetlights			£ 14,141.00	£ 33,859.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	
Traffic schemes			£ -	£ 21,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	
Improve City signage £20,000	£ 9,537.72		£ -	£ 20,000.00					slipped 11k 25-26-26-27
Community Noticeboards			£ 14,999.00						
Cathedral beds -		£ 30,265.00	£ 20,400.00	£ 9,335.00					
Council house entrance project					£ 75,000.00				
Energy Efficiency Schemes 200k	£ 29,533.00	£ 105,564.67	£ 475.00	£ 64,427.33					
Pavements - £100,000	£ 8,000.00		£ -	£ 200,000.00	£ 200,000.00				
Neighbourhood Plan – up tp £100,000	£ 70,314.00	£ 2,097.50							
Tree planting £3,000									
New Park Centre			£ 50,000.00	£ 50,000.00	£ 50,000.00				
NEST			£ 150,000.00						
Aluminium staging			£ 9,961.34	£ 10,038.66					
Project Manager	£ 34,565.21								
Cathedral Green	£ 20,000.00								
Crane Street	£ 8,000.00								
Brewery Field									
Community Grants		£ 39,574.88	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	
Community Hall (South of city)			£ 6,000.00	£ 794,000.00					
Playgrounds			£ 75,000.00						slip 94k
	£ 213,421.09	£ 240,067.26	£ 390,976.34	£ 1,252,659.99	£ 326,000.00	£ 151,000.00	£ 76,000.00	£ 76,000.00	£ 2,272,636.33
									2797137.33
Cil allocated to identified projects				£ 2,272,636.33					
Potential unallocated Cil funds			£ 1,435,488.81						£ 524,501.00

### Anticipated Cil receipts calciuated as follows:

whitehouse farm phase 2	no. homes
Permissions granted	850
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	100
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 10,038,245.00
<b>15% neighbourhood receipts</b>	<b>£ 1,505,736.75</b>

City Centre Developments	no. homes
Permissions granted	270
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	70
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 2,232,033.30
<b>15% neighbourhood receipts</b>	<b>£ 334,805.00</b>

£ 1,840,541.75

removed 325k playgrounds  
removed 200k community hall

[Cil Cashflow forecast](#)

FIN2026/72 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

Last modified: 29/01/2026

**CIL - Cashflow forecast****REVISED**

<b>FY</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>2030/31</b>
Anticipated Receipts		£ 18,176.87	£ 181,793.00	£ 218,152.00	£ 218,152.00	£ 218,152.00	£ 218,152.00
Anticipated Expenditure		£ 390,976.34	£ 1,252,659.99	£ 326,000.00	£ 151,000.00	£ 76,000.00	£ 76,000.00
<b>Closing balance</b>	<b>£ 1,667,585.14</b>	<b>£ 1,294,785.67</b>	<b>£ 223,918.68</b>	<b>£ 116,070.68</b>	<b>£ 183,222.68</b>	<b>£ 325,374.68</b>	<b>£ 467,526.68</b>

[Chichester City Council Budget Report 2026-2027 Amended](#)

FIN2026/73 - CITY COUNCIL BUDGET 2026-2027

Last modified: 29/01/2026



## Chichester City Council

### Budget Report 2026/27

#### 1. Introduction

This report sets out the proposed Chichester City Council budget for the financial year **2026/27**, explains the key drivers behind the increase, and places the proposals in both a local and national context.

The proposed budget reflects the Council's responsibility to safeguard historic assets, prepare for Local Government Reorganisation (LGR), modernise its operations, and ensure that the Council is well placed to protect and enhance services valued by residents.

#### 2. Budget Summary

It is proposed that the City Council budget for 2026/27 be set at **£1.677 million**, representing an increase of **£707,000 (71%)** compared with the 2025/26 budget of **£970,760**.

For residents, this would result in the Band D council tax contribution increasing from £77.55 to **£132.37** per annum, an increase of **£54.82** per year, equivalent to approximately £1.05 pence per week.

While the increase is significant in percentage terms, the absolute cost remains modest and reflects the need to address historic underinvestment and to prepare for substantial service changes arising from LGR.

**Alternatively, If the Council choose to defer associated LGR costs which include the Project Manager £60,000 and £100,000 for expenses and set up costs then the increase in Precept for a Band D would reduce to £42.16 with the total precept £119.71.**

#### 3. Key Drivers of the Budget Increase

The principal reasons for the increase are:

1. **Urgent investment in historic buildings**, notably the Council House and the Cross, following many years of underinvestment.
2. **Preparations for Local Government Reorganisation**, particularly to enable the City Council to take on responsibility for parks and open spaces historically owned by the City Council prior to 1974.



3. **Modernisation of IT infrastructure** to ensure resilience, security and compliance with forthcoming legislative requirements.
4. **Targeted staffing increases** to reflect the growth in Council activity and responsibilities.

Further budget increases will be required in 2027/28 and beyond when City Council formally takes over the maintenance of parks and open spaces and potentially other services that might be devolved to the City Council.

#### 4. Breakdown of Proposed Budget Increases

The table below summarises the main elements of the proposed increase and their impact on the Band D council tax.

Budget Driver	£'000	Band D Impact	Cost per Week	% Increase
Renovation of Council House and Cross	255	£19.63	38p	25.9%
LGR preparation incl. Project Manager	218	£17.00	33p	22.2%
Staffing adjustments	72	£5.60	11p	7.3%
IT upgrade	50	£3.91	8p	4.8%
Additional services	42	£3.30	6p	3.8%
Other	15	£1.17	2p	1.5%
NNDR increase	17	£1.31	2p	1.7%
Reduced investment income	38	£2.90	5p	3.8%
<b>Total</b>	<b>707</b>	<b>£54.82</b>	<b>£1.05p</b>	<b>71%</b>

#### 5. Investment in Historic Assets

##### 5.1 Council House

The Council House is a historic asset in the custody of Chichester City Council and has suffered from long-term underinvestment. Since 2014, average annual spend on structural works has been approximately £8,074, which is insufficient for a building of its age and significance.

A full condition survey undertaken in 2023 identified a number of recommendations, several of which have now become urgent. Evidence from across the historic buildings sector shows that underinvestment in routine maintenance is widespread and that delaying essential works typically increases costs by 15–20%, particularly where roofs and rainwater goods are concerned.

It is therefore proposed to:

- Allocate **£150,000 per annum** to a reserve for major renovations
- Provide an additional **£18,000 per annum** for planned asset replacement
- Add **£30,000** to the revenue budget to cover maintenance costs to the Council House.



Subject to independent review, it is planned in **2026/27** to undertake:

- **£151,000** of urgent roof repairs
- **£60,000** of works to replace guttering and downpipes

This programme will reduce the reserve balance to approximately **£23,000** by the end of the year. Further significant expenditure is anticipated in **2027/28 (£105,000)** and **2028/29 (£195,000)**.

## 5.2 The Cross

The Cross is a **Grade I listed structure** for which CCC is responsible. Recommendations from a **2015 survey** were not implemented at the time. A further survey in **2025** identified:

- **£58,650** of urgent roof repairs and masonry and structural works

Only **£2,000** is currently held in the Budget and £20,000 is held in reserve. The remaining **£56,650** will need to be added to the budget to cover these costs, and a provision made in future years to allocate **£20,000 per annum** to a dedicated reserve.

The total budget allocation of funds for our historic assets is £168,000 for the Council House and £36,000 for the Cross. **Total £255,000.**

## 6. Local Government Reorganisation (LGR)

CCC has endorsed a proposal to prepare for the transfer of responsibility for parks and open spaces within the City, including **Oaklands Park, Priory Park, the Roman Amphitheatre, Jubilee Gardens and Brandy Hole Copse**.

This work involves substantial preparatory activity, including legal processes, asset transfer arrangements and the creation of an in-house capability to manage and maintain these sites.

### 6.1 LGR Costs

Item	£'000
<b>Project Manager</b>	<b>60</b>
Legal fees	58
Set-up and property maintenance capability	100
<b>Total</b>	<b>218</b>



**A decision needs to be made to decide whether the Council wants to Budget for the Project Manager role £60,000 and the additional £100,000 (total £200,000) anticipated for equipment, vehicles and facilities in 2026-27 Budget or 2027-28 Budget.**

Ongoing maintenance costs for parks and open spaces are currently estimated at **nearly £500,000 per annum**, subject to refinement.

## 7. Staffing Adjustments

The proposed budget includes targeted staffing increases to address sustained growth in activity:

- **Communications:** Expansion to a full-time role (+£20,000) with additional part-time administrative support
- **Finance:** Finance Assistant to become full-time due to a one-third increase in transaction volumes (+£15,000)
- **Property:** Recruitment of a full-time Property Assistant to manage inspections and street naming (+£38,000)

## 8. IT Upgrade

CCC's IT environment has grown to a scale where day-to-day management can no longer be accommodated within existing roles. The proposed budget provides for outsourcing the management of the Microsoft environment, improving resilience and security.

Additional investment is required to replace Councillor laptops that do not support forthcoming requirements for remote meetings and to provide additional software licences.

### 2026/27 IT Costs

Item	£'000
Outsourced IT management	21
New software licences	14
Replacement Councillor laptops	15
<b>Total</b>	<b>50</b>



## 9. Additional Services

Provision is included for:

- **Cathedral flower beds** (£15,000 per annum), following strong public support for the initiative, plus £7,500 additional planters.
- **City Ambassadors**, with an additional **£12,000** contribution to enable five-day-per-week coverage

## 10. Comparison with Other Councils

Despite the proposed increase, CCC's **Band D precept remains low** compared with:

- Other larger parishes in **West Sussex**, most of which already levy higher Band D charges
- Town and city councils in recently unitarised areas that have taken on parks, amenities and services, where Band D precepts are typically **two to four times higher** than CCC's proposed level

## 11. Conclusion

The proposed 2026/27 budget represents a necessary and responsible response to:

- Historic underinvestment in key heritage assets
- The need to prepare properly for Local Government Reorganisation
- Increasing operational complexity and service expectations

While the increase is substantial, the resulting council tax remains modest in absolute terms and positions Chichester City Council to protect valued assets and services for the long term.

**This Council will need to consider whether to precept in the 2026-2027 financial year to prepare for Local Government Reorganisation in the knowledge that we know we will need to build up our reserves or whether to delay setting up the reserve and reduce the increase in 2026-2027, but shift the larger increase to 2027-2028. The risk to this might be that we will need to use our reserves in 2026-2027 for expenditure incurred which could reduce our reserves below the minimum requirement.**

[Budget 2026-2027 Finance Committee 4-2-26](#)

FIN2026/73 - CITY COUNCIL BUDGET 2026-2027

Last modified: 29/01/2026

**CHICHESTER CITY COUNCIL**  
**BUDGET SUMMARY 2026/2027**

	2025/2026 Budget £	2026/2027 Budget £
<b>INCOME</b>		
Council House	60,400	64,244
Buttermarket	77,000	80,080
Allotments	22,223	27,120
Sale of Goods	300	300
Street name change	3,500	3,500
Other	2,500	2,500
<b>TOTAL INCOME (Excl. Precept)</b>	<b>165,923</b>	<b>177,744</b>
<b>EXPENDITURE</b>		
<b>Administration</b>	<b>615,257</b>	<b>852,109</b>
Cemetery	38,000	30,000
Civic	7,510	7,810
Discretionary	146,800	179,120
Allotments	7,950	16,350
Council & Committees	41,696	40,746
Community Affairs	1,800	1,000
Crime & Disorder	51,030	53,071
Events	25,000	36,000
Statutory Expenses	40,280	50,332
Mayoralty	9,200	8,700
Council House	218,260	438,686
Buttermarket	2,500	2,500
City Cross	3,800	63,100
St James Obelisk	100	100
Heritage		
Henty Field	2,500	2,500
LGR	0	100,000
Florence Park	0	0
Bishops P, RA, Jubilee, BH	0	0
Oaklands Park	0	0
<b>TOTAL EXPENDITURE</b>	<b>1,211,683</b>	<b>1,882,124</b>
<b>NET COST OF SERVICES</b>	<b>1,045,760</b>	<b>1,704,380</b>
<b>Reversal of Capital Charges</b>		
Interest and investment income	(75,000)	(26,975)
<b>NET OPERATING EXPENDITURE</b>	<b>970,760</b>	<b>1,677,405</b>
<b>Transfers (from) / to Earmarked Reserves</b>	<b>0</b>	<b>0</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>970,760</b>	<b>1,677,405</b>
Precept on District Council	(970,760)	(1,677,405)
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>(0)</b>	<b>0</b>

**Increase in precept before taking into account the tax base** 13.98% 72.79%

	Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
Administration	Staff Costs	101	F	4001	427,704	556,402	128,698	639,519
	Employers NI	101	F	4002	55,504	57,947	2,443	60,265
	Employers Superannuation	101	F	4003	85,849	83,460	-2,389	86,799
	Staff expenses	101	F	4004	300	300	0	300
	III Health Insurance	101	F	4005	5,000	5,000	0	5,000
	Eye tests and corrective appliances	101	F	4011	300	300	0	300
	Staff Recruitment	101	F	4007	500	500	0	500
	Professional Development	101	F	4008	3,000	3,000	0	3,000
	Travel and Subsistence	101	F	4009	100	100	0	100
	General Expenses	101	F	4020	400	400	0	400
	Telephone	101	F	4021	3,300	3,300	0	3,300
	Postage	101	F	4022	700	700	0	700
	Stationery	101	F	4023	800	800	0	800
	SRCC Subscription	101	F	4024	50	50	0	50
	Petty Cash Expenditure	101	F	4025	70	70	0	70
	Printing	101	F	4026	300	300	0	300
	Photocopying	101	F	4027	800	800	0	800
	West Sussex ALC Ltd	101	F	4029	3,400	3,400	0	3,400
	South East Employers	101	F	4030	240	240	0	240
	Nat Allotment Gardens Assoc	101	F	4031	60	60	0	60
	Walled Town Friendship UNA	101	F	4032	130	130	0	130
	LCAS Subscription (Zurich Municipal)	101	F	4033	40	40	0	40
	Shopwatch subscription/CHIBAC	101	F	4035	150	150	0	150
	Colin Tupper Memorial Award Publications	101	F	4039	270	270	0	270
	Computer Improvement/Maint.*	101	F	4040	0	0	0	0
	Computer software	101	F	4036	150	150	0	150
	Office Equipment	101	F	4038	16,500	53,000	36,500	38,000
	Bank Charges Payable	101	F	4050	1,670	14,000	14,000	14,000
	Card Payment System fees	101	F	4051	400	400	0	400
	Professional Fees*	101	F	4010	300	300	0	300
	Professional Fees (staff)	101	F	4055	2,400	60,000	57,600	2,400
	Audit Fees	101	F	4057	1,000	1,000	0	1,000
	Payroll Admin Costs	101	F	4059	2,300	2,300	0	2,300
	Cleaning Sundries	101	F	4216	1,500	1,500	0	1,500
	<b>Subtotal</b>				70	70	0	70
					<b>615,257</b>	<b>852,109</b>	<b>236,852</b>	<b>868,283</b>

## BUDGET 2026-2027

	Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
Council & Committees	Staff Costs (Planning)	110	F	4001	20,878	21,546	668	22,408
	Employers NI	110	F	4002	2,351	1,718	-633	1,787
	Employers Superannuation	110	F	4003	4,217	3,232	-985	3,361
	Councillor Prof Development	110	F	4008	500	500	0	500
	Councillor Travel and Subsistence	110	F	4009	400	400	0	400
	General Expenses	110	F	4020	150	150	0	150
	Local election Expenses *	110	F	4100	12,000	12,000	0	12,000
	Refreshments	110	F	4102	100	100	0	100
	Members expenses	110	F	4004	1,100	1,100	0	1,100
	<b>Subtotal</b>	<b>110</b>	<b>F</b>		<b>41,696</b>	<b>40,746</b>	<b>-950</b>	<b>41,806</b>
Community Affairs Committee	International Relations*	201	C	4185	500	250	-250	250
	Joint Twinning-Speyer*	201	C		500	250	-250	250
	Joint Twinning-Chantres*	201	C	4186	500	250	-250	250
	Joint Twinning-Ravenna*	201	C	4187	0	250	250	250
	European Assoc of Historic Towns	201	C	xxxx	300	0	-300	0
	<b>Subtotal</b>	<b>201</b>	<b>C</b>		<b>1,800</b>	<b>1,000</b>	<b>-800</b>	<b>1,000</b>
	Events	202	C	4164	25,000	36,000	11,000	36,000
	Other Events - civic	202	C		25,000	36,000	11,000	36,000
	<b>Subtotal</b>	<b>202</b>	<b>C</b>					
	Crime and Disorder Initiatives	203	C	4140	51,030	53,071	2,041	55,194
	Community Wardens	203	C		51,030	53,071	2,041	55,194
	<b>Subtotal</b>	<b>203</b>	<b>C</b>					

BUDGET 2026-2027

	Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
								2027/2028 Projected Budget
<b>Council House</b>								
Staff Costs (Custodians)	501	P	4001	40,317	53,476	13,159	55,615	
Employers NI	501	P	4002	6,438	3,612	-2,826	3,756	
Employers Superannuation	501	P	4003	11,821	8,021	-3,800	8,342	
Overtime	501	P	4012	18,200	15,000	-3,200	15,600	
Professional fees (paintings)	501	P	4055	2,000	2,000	0	2,000	
Publicity	501	P	4101	6,000	1,000	-5,000	1,000	
Rates and Water	501	P	4211	54,370	73,815	19,445	76,768	
Bid membership	501	P	4206	1,404	1,460	56	1,460	
Electricity	501	P	4214	8,000	8,000	0	8,000	
Gas	501	P	4215	9,000	3,000	-6,000	3,000	
General cleaning	501	P	4216	2,300	2,300	0	2,300	
Cleaning and window cleaning	501	P	4212	9,400	11,504	2,104	11,504	
Council House equipment	501	P	4250	2,500	2,500	0	2,500	
Alarm main servicing and monitoring	501	P	4217	850	850	0	850	
Key holding and call outs	501	P	4217	700	700	0	700	
Lift Service Contract and R&M	501	P	4218	1,700	1,700	0	1,700	
Fire Alarm service maintenance and monitoring	501	P	4219	180	360	180	360	
Emergency Lighting	501	P	4209	750	750	0	750	
Fire Extinguishers	501	P	4210	1,250	1,000	-250	1,000	
Refuse Bin Hire	501	P	4220	0	500	500	500	
Automatic door service contract and R&M	501	P	4221	650	650	0	650	
Insurance	501	P	4225	11,000	14,360	3,360	14,934	
Wedding Licences*	501	P	4201	710	710	0	710	
Premises Licence	501	P	4227	700	700	0	700	
Council House R&M & improvements*	501	P	4231	8,000	38,000	30,000	38,000	
Council House EMR	501	P	xxxx	0	168,000	168,000	168,000	
Cyclical maintenance budget*	501	P	4238	1,250	1,250	0	1,250	
Health and Safety	501	P	4245	1,500	1,500	0	1,500	
CCTV service contract and R&M	501	P	4234	400	400	0	400	
Council Chamber redecorations	501	P	xxxx	0	0	-0	0	
MUGA running costs	501	P	xxxx	750	0	-750	0	
Provision for vehicle replacement	501	P	xxxx	10,000	10,000	0	10,000	
Running costs for van	501	P	4291	2,500	4,800	2,300	4,800	
Energy efficiency initiatives (boilers)	501	P	xxxx	0	0	-0	0	
Inspections (solar& legionnaires)	501	P	4241	220	220	0	220	
Lighting Protection service and R & M*	501	P	4222	2,500	2,500	0	2,500	
Heating, ventilation and air conditioning	501	P	4242	400	220	-180	220	
Display Energy Certificate*	501	P	4236	0	1,300	1,300	1,300	
Reps/Maint. General*	501	P	4237	0	0	0	0	
Reps/Maint. Gardens	501	P	4246	500	500	0	500	
Wedding expenditure								

## BUDGET 2026-2027

	Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	2027/2028 Projected Budget	Significant changes
<b>City Cross</b>								
Electricity	504	P		4214	300	860	560	860
Reps/Maint. General	504	P		4236	1,000	3,250	2,250	3,380
City Cross Conservation *	504	P		4300	2,000	58,650	56,650	20,000
Clock service contract and R&M*	504	P		4302	500	340	-160	340
<b>Subtotal</b>	<b>504</b>	P		<b>3,800</b>	<b>63,100</b>	<b>59,300</b>	<b>24,580</b>	
<b>St James Obelisk</b>								
Reps/Maint. General*	505	P		4236	100	100	0	100
<b>Subtotal</b>	<b>505</b>	P		<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	
<b>Brewery Field</b>								
Reps/Maint. General	508	P		4236	2,500	2,500	0	2,500
<b>Subtotal</b>	<b>508</b>	P		<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	
<b>Florence Park</b>								
Building maintenance		P			0	0	0	5,000
Staff training		P			0	0	0	3,000
Toilet cleaning etc		P			0	0	0	5,000
Play equipment maintenance		P			0	0	0	5,000
Play equipment asset replacement reserve		P			0	0	0	20,000
<b>Subtotal</b>		P			<b>0</b>	<b>0</b>	<b>0</b>	<b>38,000</b>

## INCOME

Income headings	Cost Centre	Description Code	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
<b>Council House</b>					
Hire Charges-Assembly Room	501	P 1001	32,193	33,481	34,820
Hire Charges-Court Room	501	P 1002	18,907	19,663	20,450
Wedding Income	501	P 1012	7,500	7,500	7,500
Solar Panel Income	501	P 1011	1,800	3,600	3,679
Street name change	103	P 1060	3,500	3,500	3,500
Hanging Basket Income	501	P 1013	2,500	2,500	2,500
<b>Subtotal</b>			<b>66,400</b>	<b>70,244</b>	<b>72,449</b>
<b>Buttermarket</b>					
Rental income	502	P 1120	77,000	80,080	83,283
<b>Subtotal</b>			<b>77,000</b>	<b>80,080</b>	<b>83,283</b>
<b>Allotments</b>					
Allotment rents	104	P 1020	21,973	26,870	30,632
Licence agreements	104	P 1028	250	250	250
<b>Subtotal</b>			<b>22,223</b>	<b>27,120</b>	<b>30,882</b>
<b>Sales of Goods / Misc. income</b>					
	101	F 1075	300	300	300
<b>Other</b>					
Precept Received	101	F 1176	970,760	1,677,405	2,144,043
Interest Received - General	101	F 1196	75,000	26,975	30,661
CDC Share of grant			0	0	0
<b>Subtotal</b>			<b>1,045,760</b>	<b>1,704,380</b>	<b>2,174,704</b>
<b>TOTAL INCOME</b>			<b>1,211,683</b>	<b>1,882,124</b>	<b>2,361,618</b>

<b>Tax base</b>	<b>12672</b>		
<b>Scenario testing</b>	<b>2025/26</b>	<b>Current year 2026/27</b>	<b>2026/27 Maximum scenario</b>
Budgeted expenditure	£ 1,211,682.93	£ 1,882,124.25	
Budgeted income	£ 240,923.00	£ 204,719.00	
Expenditure from Reserves			
<b>Difference (precept requirement)</b>	<b>£ 970,759.93</b>	<b>£ 1,677,405.25</b>	
Band D equivalent	£ 77.55	£ 132.37	
Increase from previous year		£ 54.82	
% increase		71%	

Example showing no LGR increase in 2026-2027 and slipped to 2027-2028

<b>Tax base</b>	<b>12672</b>	<b>2026/27 proposed budget</b>	<b>2027/28 projected</b>	<b>2028/29 projected</b>
<b>Scenario testing</b>	<b>2025/26</b>			
Budgeted expenditure	£1,211,682.93	£1,721,722.25	£2,179,878.54	£2,360,049.36
Budgeted income	£240,923.00	£204,719.00	£191,913.96	£211,825.47
<b>Increase on previous year</b>		<b>£546,243.32</b>	<b>£470,961.33</b>	<b>£160,259.31</b>
Expenditure from Reserves				
<b>Difference (precept requirement)</b>	<b>£970,759.93</b>	<b>£1,517,003.25</b>	<b>£1,987,964.58</b>	<b>£2,148,223.89</b>
Band D equivalent	£77.55	£119.71	£156.88	£169.53
Increase from previous year		£42.16	£37.17	£12.65
% increase		54%	31%	8%
		£2.30	£3.02	£3.26
increase		£0.81	£0.71	£0.24
<b>Min General reserve requirement</b>	<b>£302,920.73</b>	<b>£430,430.56</b>	<b>£544,969.63</b>	<b>£590,012.34</b>

[Fees and Charges 2026-2027](#)

FIN2026/74 - FEES AND CHARGES 2026-2027

Last modified: 29/01/2026

ROOM HIRE CHARGES			Actual 2025 - 2026			Proposed 2026 - 2027			Proposed Increase (Inc VAT)
			Per hour (exc VAT)	VAT	TOTAL rate per hour	VAT	TOTAL rate per hour		
THE ASSEMBLY ROOM (inc Crush Bar)									
Mon - Fri	Daytime (9am to 5pm)		£28.62	£5.72	£34.34	£30.00	£6.00	£36.00	£1.66
	Evening (5pm to 10pm)		£44.97	£8.99	£53.96	£47.50	£9.50	£57.00	£3.04
	Per hour after 10pm - 11:59pm		£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29
Saturday	Daytime (9am to 5pm)		£44.97	£8.99	£53.96	£47.50	£9.50	£57.00	£3.04
	Evening (5pm to 10pm)		£53.14	£10.63	£63.77	£55.83	£11.17	£67.00	£3.22
	Per hour after 10pm - 11:59pm		£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29
Damage deposit for parties			£306.60	£61.32	£367.92	£319.17	£63.83	£383.00	£15.08
Dismantle stage (when required)			£54.50	£10.90	£65.40	£57.50	£11.50	£69.00	£3.60
Hire of projector			£28.11	£5.62	£33.73	£30.00	£6.00	£36.00	£2.27
Hire of large projector screen			£32.37	£6.47	£38.84	£34.17	£6.83	£41.00	£2.16
THE CRUSH BAR (exc The Assembly Room)									
At City Council discretion			Per hour (exc VAT)	VAT	TOTAL rate per hour	VAT	TOTAL rate per hour		Difference
Mon - Fri	Daytime (9am to 5pm)		£15.33	£3.07	£18.40	£16.67	£3.33	£20.00	£1.61
THE OLD COURT ROOM									
Mon - Fri	Daytime (9am to 5pm)		Per hour	VAT	TOTAL	VAT	TOTAL		Difference
	Evening (5pm to 10pm)		£19.42	£3.88	£23.30	£20.83	£4.17	£25.00	£1.69
	Per hour after 10pm - 11:59pm		£36.79	£7.36	£44.15	£38.33	£7.67	£46.00	£1.85
Saturday	Daytime (9am to 5pm)		£45.99	£9.20	£55.19	£48.33	£9.67	£58.00	£2.81
	Evening (5pm to 10pm)		£51.10	£10.22	£61.32	£53.33	£10.67	£64.00	£2.68
Damage deposit for parties			£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00
Hire of projector (From 2026 - Now TV)			£28.11	£5.62	£33.73	£25.00	£5.00	£30.00	-£3.73
Hire of small projector screen			£15.33	£3.07	£18.40	£16.67	£3.33	£20.00	£1.61
WEDDINGS									
The Council Chamber	Weekday ceremony ONLY		Per hour	VAT	TOTAL	VAT	TOTAL		Difference
	Saturday wedding ceremony ONLY		£357.70	£71.54	£429.24	£372.50	£74.50	£447.00	£17.76
			£536.55	£107.31	£643.86	£558.33	£111.67	£670.00	£26.14
The Assembly Room	Reception only (9am to 10pm)		Per hour	VAT	TOTAL	VAT	TOTAL		Difference
	Weekday ceremony (Chamber) and reception in Saturday wedding ceremony (Chamber) and		£928.31	£185.66	£1,113.98	£965.83	£193.17	£1,159.00	£45.02
	Per hour after 10pm - 11:59pm		£1,107.16	£221.43	£1,328.60	£1,151.67	£230.33	£1,382.00	£53.41
	Dismantle stage (when required)		£1,193.19	£238.64	£1,431.82	£1,241.67	£248.33	£1,490.00	£58.18
			£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29
Damage deposit for receptions			£54.50	£10.90	£65.40	£57.50	£11.50	£69.00	£3.60
Event Clean			£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00
			£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00
The Old Court Room	Reception only (9am to 10pm)		Per hour	VAT	TOTAL	VAT	TOTAL		Difference
	Weekday ceremony (Chamber) and reception in Saturday wedding ceremony (Chamber) and		£583.39	£116.68	£700.07	£607.50	£121.50	£729.00	£28.93
	Per hour after 10pm - 11:59pm		£762.24	£152.45	£914.69	£793.33	£158.67	£952.00	£37.31
			£851.66	£170.33	£1,022.00	£885.83	£177.17	£1,063.00	£41.00
Damage deposit for receptions			£51.10	£10.22	£61.32	£53.33	£10.67	£64.00	£2.68
ALLOTMENT CHARGES									
All Allotments (VAT Not Applicable)			Unit Rate	VAT	TOTAL	VAT	TOTAL		Difference
- Per rod			£11.25	£0.00	£11.25	£12.35	£0.00	£12.35	£1.10
New tenancy/tenancy termination admin fee			£25.00	£0.00	£25.00	£25.00	£0.00	£25.00	£0.00
New tenancy deposit (returnable)			£50.00	£0.00	£50.00	£50.00	£0.00	£50.00	£0.00
Key issue fee			£5.00	£0.00	£5.00	£10.00	£0.00	£10.00	£5.00
STREET NAMING AND NUMBERING FEES (VAT Not Applicable)			Unit Rate	VAT	TOTAL	VAT	TOTAL		Difference
New or amended building name of an existing property			£40.00	£0.00	£40.00	£40.00	£0.00	£40.00	£0.00
New or amended building name of an existing property (commercial)			£150.00	£0.00	£150.00	£150.00	£0.00	£150.00	£0.00
Letter confirming change of house name/postal number or address.			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00
Naming/numbering of a new Development/Street (Per Phase)			£150.00	£0.00	£150.00	£150.00	£0.00	£150.00	£0.00
Naming/numbering of a new Development/Street (Per Plot/Unit)			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00
Changes to Development layout after notification (Per Plot/Unit)			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00
Changes of Street name requested by residents			£250.00	£0.00	£250.00	£250.00	£0.00	£250.00	£0.00
Changes of Street name requested by residents (Per Property)			£25.00	£0.00	£25.00	£25.00	£0.00	£25.00	£0.00
BANNERS			Unit Rate	VAT	TOTAL	VAT	TOTAL		Difference
Administration fee			£35.00	£7.00	£42.00	£37.50	£7.50	£45.00	£3.00
HANGING BASKETS									
Per basket			£80.00	£16.00	£96.00	£85.00	£17.00	£102.00	£6.00

[Risk Action Plan 25-26](#)

FIN2026/75 - STATUTORY POLICY REVIEWS

Last modified: 29/01/2026



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b>Computing</b>									
0	Technical	Loss of Power Supply	A suitable emergency Battery backup for VOIP phone system to enable continuity should be in place.	Medium High	6	As a Solar Panel Battery Back up is not a suitable option, a viable/reliable option should be investigated and implemented.	A. Watson & G. Bowen	30/06/2026	<input type="checkbox"/>
<b>Employment of Staff</b>									
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has a job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Medium High	6	Arrange regular Staff Appraisals.	Appropriate Line Managers	31/03/2026	<input type="checkbox"/>
358	Professional	Loss of key staff	Ensure procedures for key functions are documented, kept centrally & reviewed annually.	Medium High	6	Procedure notes need to be created for different areas of work for continuity of business and to reflect changes in systems.	All Staff	30/09/2026	<input type="checkbox"/>
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Medium Medium	4	Exit questionnaires should be completed for all staff leaving the City Council. Investigate Factorial software to assist with this task.	Line Managers	31/12/2026	<input type="checkbox"/>
<b>Financial Management</b>									
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Medium Medium	4	Ensure regular updating of asset register re acquisitions / purchases are recorded. Investigate instructing Internal Auditor to independently spot check the Inventory.	Finance Manager	30/06/2026	<input type="checkbox"/>
<b>Land</b>									



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. <b>Medium</b>  Ensure that all known deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.  Maintain a copy of each deed for administrative purposes.	<b>High</b>	6	<i>Ensure that all known deeds for Council owned Properties and associate docs are held in a fire proof cabinet/safe (Establish Fire Ratings of Safes) or deposited with an appropriate third party for safe keeping. Scan deeds to create a digital copy.</i>	Property Maintenance Manager	31/03/2026 <input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 6

**Minute reference:** \_\_\_\_\_

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

**Signed by chairperson - Mayor of Chichester, Cllr S McHale** \_\_\_\_\_

**Signed by responsible Finance officer - Kim Martin** \_\_\_\_\_

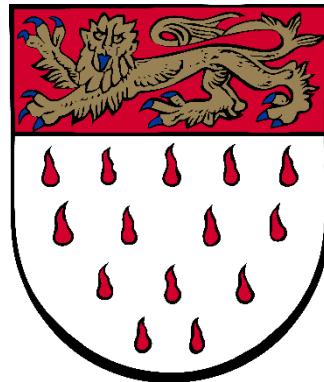
**How to complete (individual risk section):**

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS).

[Chichester City Council - Standing Orders - April-2025 and Code of Conduct ~](#)

FIN2026/75 - STATUTORY POLICY REVIEWS

Last modified: 29/01/2026



# CHICHESTER CITY COUNCIL

## STANDING ORDERS

Based on NALC Model Standing Orders issued 3 April 2025

and

## CODE OF CONDUCT

Adapted from the Local Government Association Model Councillor Code of Conduct 2020

**Revised:**

Standing Orders - March 2025  
Code of Conduct – January 2021

**Approvals:**

**Standing Orders - Finance Committee:** 2 April 2025 (minute 113)  
**Code of Conduct – Finance Committee:** 19 January 2021 (minute 109)

**Adoption:**

**Standing Orders - Council:** 30 April 2025 (minute 119(c)ii)  
**Code of Conduct – Council:** 17 February 2021 (minute 53b)

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their 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 chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 chair 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their 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 chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3 MEETINGS GENERALLY

The regulations apply to Council, Committees and Sub-Committees as outlined below:

	<b>Regulation</b>	<i>Applies to:</i>		
		<b>Full Council</b>	<b>Committee</b>	<b>Sub-Committee</b>
3a	<b>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>	Yes	Yes	Yes

		Applies to:		
	Regulation	Full Council	Committee	Sub-Committee
3b	<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.</b>	Yes	Yes	Yes
3c	The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.	No	Yes	Yes
3d	<b>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.</b>	Yes	Yes	Yes
3e	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.	Yes	Yes	Yes
3f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes, in total, unless directed by the chair of the meeting.	Yes	Yes	Yes
3g	Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.	Yes	Yes	Yes
3h	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 chair of the meeting may direct that a written or oral response be given.	Yes	Yes	Yes

		Applies to:		
	Regulation	Full Council	Committee	Sub-Committee
3i	A person shall raise their hand when requesting to speak. The chair of the meeting may at any time permit a person to be seated when speaking.	Yes	Yes	Yes
3j	A person who speaks at a meeting shall direct their comments to the chair of the meeting.	Yes	Yes	Yes
3k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.	Yes	Yes	Yes
3l	<b>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.</b>	Yes	Yes	Yes
3m	<b>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.</b>	Yes	Yes	Yes
3m	<b>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.</b>	Yes	Yes	Yes
3n	<b>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.</b>	Yes	Yes	Yes

		Applies to:		
	Regulation	Full Council	Committee	Sub-Committee
3o	<b>Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).</b>	Yes	No	No
3p	<b>The Chair of the Council, if present, shall preside at a Full Council meeting. If the Chair is absent from a Full Council meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a Full Council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. The same procedures shall apply in the absence of the Chair and/or Vice Chair of a committee meeting and the Chair of a sub-committee meeting.</b>	Yes	Yes	Yes
3q	<b>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.</b>	Yes	Yes	Yes
<i>See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>				
3r	<b>The chair 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 their casting vote whether or not they gave an original vote.</b>	Yes	Yes	Yes
3s	<b>Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.</b>	Yes	Yes	Yes

		Applies to:		
	Regulation	Full Council	Committee	Sub-Committee
3t	<p>The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session; and</li> <li>vii. the resolutions made.</li> </ul>	Yes	Yes	Yes
3u	<b>A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.</b>	Yes	Yes	Yes
3v	<b>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.</b>	Yes	Yes	No
<p><i>See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.</i></p>				

		Applies to:		
	Regulation	Full Council	Committee	Sub-Committee
3w	<b>If a meeting is or becomes inquorate no business shall be transacted</b> and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.	Yes	Yes	Yes
3x	A meeting shall not exceed a period of two hours, unless at the discretion of the chair.	Yes	Yes	Yes

## 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;
  - 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 4(c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and 4(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 2 days before the meeting that they are unable to attend;
  - vi. shall permit a committee or sub-committee to appoint its own chair at the first meeting of the committee or sub-committee;
  - vii. 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 two;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. 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;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. 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 Chair and Vice-Chair (if there is one) of the Council. This to be followed by the election of the Bailiff.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- h In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- i Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chair 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 Chair of the Council of their 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. Appointment of members to existing committees;
  - iv. In an election year, confirm eligibility to exercise the general power of competence; or make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
  - v. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- j All other statutory policies and procedures will be reviewed according to the Council's adopted policy review schedule (appendix 1)

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

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

## **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 seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8 VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair 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 seven 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 seven 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee, sub-committee, working group or similar and their members and to appoint representatives to outside bodies;
  - x. to dissolve a committee, sub-committee, working group or similar;
  - xi. to extend the time limits for speaking; 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 QUESTIONS AT COUNCIL MEETINGS**

- a A Member may, by 12 noon two working days before the meeting, ask the Mayor or the Chair any question in writing or by electronic mail on any matter to which the council has powers and duties.
- b A Member may, with the permission of the Mayor or the Chair of Council, put to them or the Chair any question relating to urgent business, but if possible a copy of the question shall be delivered to the Town Clerk no later than 10.00am in the morning of the day of the meeting.

## 12 MANAGEMENT OF INFORMATION

See also standing order 21.

- 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.

## 13 DRAFT MINUTES

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

"The chair 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 their 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 13(e) and standing order 21(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.

## 14 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the current code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and 14(f), a dispensation request shall be received by the Proper Officer before the meeting and resolved at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(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.**

## 15 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 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair 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 15(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 them. Such action excludes disqualification or suspension from office.**

## 16 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).**
  - 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 five clear days before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their 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;
  - 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 24*);
  - 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. refer planning applications received by the Council to the Chair or in their absence Vice-Chair of the Planning and Conservation Committee Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Conservation Committee;
  - xv. manage access to information about the Council via the publication scheme; and

xvi. 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 24*).

## 17 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.

## 18 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 the Finance Committee at the relevant quarterly meeting statements 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 seven 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.

## 19 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 **£70,000** 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 20 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the personnel sub-committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of personnel sub-committee or, if they are not available, the chairman of Council of any absence occasioned by illness or other reason and that person shall report such absence to the personnel sub-committee at its next meeting.
- c The chair of personnel sub-committee or in their absence, the chair of Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing to the personnel sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the personnel sub-committee or in their absence, the chair of Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an

informal or formal grievance matter raised by the Town Clerk relates to the chair of the personnel sub-committee, this shall be communicated to another member of the personnel sub-committee], which shall be reported back and progressed by resolution of the personnel sub-committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters. In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **21 RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

- 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 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **22 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 12.*

- 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 their 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.

## **23 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

## **24 EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 16(b)(xii) and 16(b)(xvi).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 24(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.

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

## **26 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.

## **27 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 permanently 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 seven 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 chair of a meeting as to the application of standing orders at the meeting shall be final.

# Appendix 1 - Public speaking at meetings

## 1.1 General

Members of the public may ask questions of the Chair of the Council and any Chair of an ordinary committee or working group at ordinary meetings of the council and may make representations on any specific item on the agenda.

## 1.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

## 1.3 Notice of questions

Notice should be given by delivering it in writing or by electronic mail to the Town Clerk no later than 12.00 two working days before the day of the meeting. Such notices should include confirmation of the name and address of the person(s) submitting the question.

## 1.4 Number of and time limits on questions

At any one meeting no person may submit more than one question. Unless the Chair otherwise specifies, each speaker will be limited to three minutes in which to ask the question or questions.

Subject to the Chair's discretion there will be an overall limit of 15 minutes devoted to public questions.

## 1.5 Scope of questions

The Town Clerk may reject a question, or part of a question, if it:

- a is not about a matter for which the council has a responsibility or which affects the parish;
- b is defamatory, frivolous or offensive;
- c is substantially the same as a question which has been put at a meeting of the council in the past six months; or
- d requires the disclosure of confidential or exempt information.

## 1.6 Record of questions

The Town Clerk will record each question and make the same available for public inspection and will immediately send a copy of the question to the councillor to whom it is to be put and all other Members of the City Council for information purposes. Rejected questions will include reasons for rejection.

## 1.7 Asking the question at the meeting

The Chair will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

## 1.8 Supplemental question

A questioner who has put a question in person may also put one supplementary question

without notice to the councillor who has replied to the original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds in paragraph 1.5 above.

1.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the councillor to whom it was to be put, will be dealt with by a written answer.

1.10 Reference of question to a committee or working group

Unless the Chair specifies otherwise, no discussion will take place on any question, but any councillor may move that a matter raised by a question be referred to the appropriate committee or working party. Such a motion will be voted on without discussion.

1.11 Public speaking on specific items

- a Members of the public may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chair. Each speaker will be limited to three minutes in which to make representations. Unless the Chair specifies otherwise, the total time for such representations by councillors or the public shall not exceed 12 minutes in respect of each item.
- b Speakers shall give notice by not later than 12.00 two working days before the meeting of their intention to speak.
- c Where the item concerns a planning application the rule in paragraph 1.11(a) is modified to allow objectors three minutes each subject to an overall limit of nine minutes. Similarly, applicants and supporters are permitted three minutes each subject to an overall limit of nine minutes.

## Appendix 2 – Statutory Policy Review Schedule

	Item	Review Body	Frequency	Timing	Last review date	Minute ref.
1	Review of standing orders and financial regulations.	Finance	Annual	January		
2	Review of Council risk assessment statements and confirmation of arrangements for insurance cover in respect of all insured risks.	Finance	Annual	January		
3	Review, if appropriate, of the council's policy for dealing with the press/media.	Full Council	Annual	February		
4	Review of variable Direct Debits, Standing orders, and online banking arrangements.	Full Council	Bi-annual	February		
5	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	Community Affairs	Annual	March		
6	Review of representation on or work with external bodies and arrangements for reporting back.	Community Affairs	Annual	March		
7	Adoption of standing orders and financial regulations.	Full Council	Annual	April		
8	Receipt of nominations to existing committees, sub-committees and working groups.	Full Council	Annual	May		
9	Appointment of any new committees, sub-committees and working groups, confirmation of the terms of reference, the number of members and receipt of nominations to them.	Full Council	Annual	May		
10	Review of inventory of property and other assets including buildings.	Finance	Annual	June		
11	Review delegation arrangements for committees, sub-committees and working groups, employees and other local authorities	Full Council	Annual	September		
12	Review of the terms of references for committees, sub-committees and working groups.	Full Council	Annual	September		
13	Review of the council's memberships of other bodies and annual subscriptions.	Finance	Annual	September		
14	Review of the council's complaints procedure.	Full Council	Annual	December		

	<b>Item</b>	<b>Review Body</b>	<b>Frequency</b>	<b>Timing</b>	<b>Last review date</b>	<b>Minute ref.</b>
15	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.	Full Council	Annual	December		

# Appendix 3 – Code of Conduct

## 1 Joint statement

### Local Government Association - Model Councillor Code of Conduct 2020

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the

role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## 2 Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## 3 Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor.

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## 4 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## 5 General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## 6 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor, or attend your first meeting as a co-opted member, and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## 7 Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### General Conduct

#### 1 Respect

**As a councillor:**

- 1.1 **I treat other councillors and members of the public with respect.**
- 1.2 **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### 2 Bullying, harassment and discrimination

**As a councillor:**

- 2.1 **I do not bully any person.**
- 2.2 **I do not harass any person.**
- 2.3 **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at

least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's

identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3 Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act

differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4 Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
    - a. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
    - b. the disclosure is:**
      - i. reasonable and in the public interest; and**
      - ii. made in good faith and in compliance with the reasonable requirements of the local authority; and**
      - iii. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You

should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5 Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6 Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7 Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8 Complying with the Code of Conduct**

### **As a councillor:**

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

## **9 Interests**

### **As a councillor:**

#### **9.1 I register and declare my interests.**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B2 sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10 Gifts and hospitality**

### **As a councillor:**

#### **10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

#### **10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

#### **10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor.

***The presumption should always be not to accept significant gifts or hospitality.***

- There may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

- You do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family.

It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## Appendices (Code of Conduct)

### Appendix A2 – The Seven Principles of Public Life

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B2 - Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
8. Where a matter arises at a meeting which *affects* –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body included in those you need to declare under Disclosable Pecuniary Interests

***you must declare the interest.***

9. Where the matter affects the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

***you must declare the interest.***

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	<p>Any employment, office, trade, profession or vocation carried on for profit or gain.</p> <p>[Any unpaid directorship.]</p>
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council:</p> <ol style="list-style-type: none"> <li data-bbox="870 1163 1453 1253">a. under which goods or services are to be provided or works are to be executed; and</li> <li data-bbox="870 1264 1453 1304">b. which has not been fully discharged.</li> </ol>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licences</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge):</p> <ol style="list-style-type: none"> <li data-bbox="870 1904 1453 1945">a. the landlord is the council; and</li> <li data-bbox="870 1956 1453 2046">b. the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living</li> </ol>

	as if they were spouses/ civil partners is a partner of or director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where:</p> <ul style="list-style-type: none"> <li>a. that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</li> <li>b. either - <ul style="list-style-type: none"> <li>i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest; exceeds one hundredth of the total issued capital of that class.</li> </ul> </li> </ul>

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

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

## **Appendix C2 – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and

management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

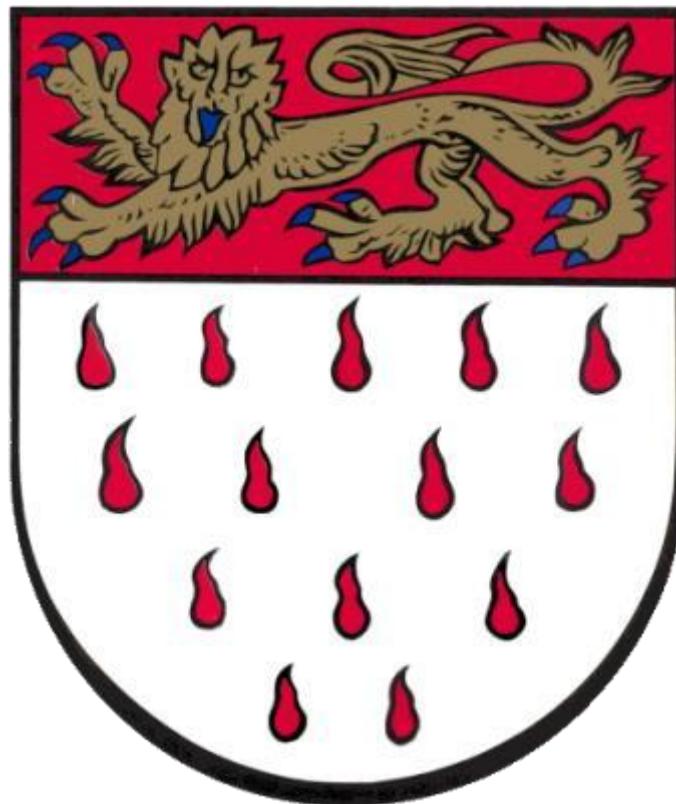
The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

[Chichester City Council Financial Regulations - modified and ratified at Co~](#)

FIN2026/75 - STATUTORY POLICY REVIEWS

Last modified: 29/01/2026

## CHICHESTER CITY COUNCIL



# FINANCIAL REGULATIONS

**Revised:** June 2024

**Reviewed by Finance Committee:** 19 November 2025  
**Minute reference:** FIN2025/42

**Ratified by Council:** 17 December 2025  
**Minute reference:** COUNCIL2025/26

**Modified at Council:** 17 December 2025  
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## 1. General

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

- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
  - determine and regularly review the bank mandate for all council bank accounts;
  - authorise any new grant or new single commitment in excess of £15,000; and

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

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

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

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

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

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Sub-Committee at least annually in September for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Sub-Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance Committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £75,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
  - the Clerk, under delegated authority, for any items below £5,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £25,000 excluding VAT
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all new items over £15,000 and not within agreed budgets
  - Finance Committee for existing budgets over £25,000;

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

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed bi-annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £5,000 excluding VAT, within an agreed budget.
  - ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £200,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 6.10. At each Finance Committee meeting, the RFO shall present a schedule of all payments made since the previous meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 5 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or their nominated deputy shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator their deputy shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. Payment cards**

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and the Property Maintenance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO for example for postage or minor stationery items shall be refunded on a regular basis, at least quarterly. **OR** The RFO shall maintain a petty cash float of £65 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the responsible committee.

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

## **12. Loans and investments**

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

## **13. Income**

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

of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of the mayor's charity account shall be paid into the dedicated charity bank account. Instructions for the payment of funds due from the charity bank account to the council (to meet expenditure already incurred by the authority) will be given by the signatories of the bank account.

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

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

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

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

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

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

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £25,000. In each case a written report shall be provided to the relevant committee with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

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

## **Appendix 1 - Tender process**

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