

WINTHORPE WITH LANGFORD PARISH COUNCIL

STANDING ORDERS AND CODE OF CONDUCT- Revised June 2016

1. **MEETINGS:** The Parish Council shall hold 11 business meetings each year between April and March in the following year. Each meeting shall commence at 7.30 p.m. Normal practice is to hold a meeting per month with the exception of August. Each full meeting shall be held on the third Thursday of each month at the Winthorpe Village Hall.
2. **ANNUAL PARISH MEETING:** The statutory ANNUAL PARISH meeting shall be held in the Winthorpe Village Hall on the third Thursday in May and shall commence at 7.00 p.m.
3. **ANNUAL MEETING:** The Annual Meeting shall be held in the Winthorpe Village Hall in the month of May and shall commence on the rising of the APM.
4. **SPECIAL MEETINGS:** (including Public Meetings). The Chairman, Vice-Chairman or any three Members of the Council may by request authorise the Clerk to summon a special meeting for any matter requiring immediate attention within seven (7) days except when a meeting is public, (see standing order 13). Such request and notices convening the meeting shall set forth the business to be transacted and no business, other than that specified, shall be transacted at the meeting.
5. **PROPER OFFICER:** The Proper Officer of the Council shall be the named Clerk who has delegated powers to undertake such work-administrative and financial-as needs immediate attention to further the work of the Council and to report to the next ordinary meeting his/her action.
6. **CORRESPONDENCE:** All correspondence shall be addressed to the Clerk and not to individual Members of the Council.
7. **CHAIRMAN:** The Chairman and Vice-Chairman shall be elected at every Annual Meeting to stand for the ensuing year.
8. **COMMITTEES:** Any relevant committee shall be elected at each Annual Meeting for one year. The Chairman and Vice- Chairman are members of all committees.
9. **PLANNING MATTERS:** The full Council deals with all planning applications and related issues.
10. **REPRESENTATIVES ON OTHER BODIES:** Parish Council representatives shall be elected or one (1) year or such length of time as nominated by the sponsor at each Annual Meeting.

BODIES ON WHICH THE COUNCIL IS REPRESENTED	Number of Cllrs
Board of Trustees of Winthorpe Community Centre	2
Allotment holders	2
Langford Lowfields Quarry liaison committee	2
Village Festival Committee	2
Village Youth Club	2
Village Hall Committee	2
Winthorpe Village Property Trust	All

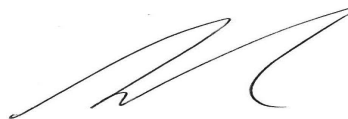
ALSO INVOLVED IN THE APPOINTMENT OF TRUSTEES TO	Cllrs & Others
Charity of Thomas Brewers	2

- 11. NOTICE OF MEETINGS:** Five (5) clear working days' notice of every meeting shall be given by the Clerk by circular delivered or sent by post to each Member of the Council at his/her usual or last known place of residence.
- 12. PUBLIC NOTICE:** Public notice of all meetings shall be posted on suitable notice boards, situated at:
- Notice board outside the old Post Office building, Winthorpe
 Notice board outside the Lord Nelson Pub, Winthorpe
 Notice board, Langford
- 13. PUBLIC MEETINGS:** Fourteen (14) days' notice shall be given for all public meetings (see standing order 4) in order for the Clerk to make necessary arrangements contact speakers etc.
- 14. A COUNCILLOR VACATES HIS/HER OFFICE** if she/he fails to attend any meeting of the Council for six (6) consecutive months after his/her last attendance, unless before the expiry of that period the Council approves a reason for his/her absence.
- 15. AGENDA:** Items for the agenda of any meeting must be given to the Clerk fourteen (14) days prior to the meeting.
- 16. QUORUM:** Three (3) members shall constitute a quorum.
- 17. BUSINESS OF MEETINGS:** At every meeting the Chairman (or in his/her absence the Vice-Chairman) shall preside. If both are absent the Members present shall elect one of their numbers to take the Chairman.
- 18. BUSINESS OF ORDINARY MEETINGS:** The business of ordinary meetings shall be conducted in the following manner:
- Apologies for absence.
 - Declaration of Interest.
 - The minutes of the last ordinary meeting and any special or other meeting shall be agreed to and signed by the Chairman.
 - Progress reports for information from those minutes, unless detailed under the main business of the agenda, shall be discussed.
 - To deal with the Parish Council's business required by statute to be completed as under :
Income and expenditure.
 - Planning and related matters.
 - To receive under those headings all correspondence received by the Clerk.
 - To receive and consider reports from officers, representatives and committees of the Council under those headings.
 - To receive relevant matters for immediate note and for consideration on the next agenda.
- 19. FINANCE:** The Full Council deals with financial matters at both Full Council following the Finance Committee meeting and quarterly Finance meetings, according to the Financial Regulations adopted at the Annual Meeting of May 2013 (Attached as Financial Regulations Documents) and subsequently amended at July 2016.
- 20. PROCEDURE:** Every Member when speaking on any motion or related item on the agenda shall address the Chairman and the Chairman shall have power to forbid any member, except the mover, from speaking more than once on any occasion or question except in explanation. The mover shall be entitled to speak once in making the motion and once by way of reply.
- 21. VOTING/CHAIRMAN'S CASTING VOTE:** Every motion arising at any meeting shall be determined by the majority of the votes of Members present, and in the event of there being an equal number of votes cast on any question the Chairman shall have a second or casting vote.

- 22. RESOLUTION ALTERED OR RESCINDED:** No previously approved resolution of the Council shall be rescinded or altered unless fourteen days (14) days' notice of the motion to rescind has been given. A decision of the Council shall not be reversed within 6 months except either by a special motion, the written notice of which bears the names of at least five members of the Council, and is submitted to the Clerk in accordance with Standing Orders, or by a motion moved in pursuance of the report or recommendation of a committee
- 23. NEGATIVE DECISIONS:** A decision which is in the negative cannot be reconsidered until after a further six (6) months has expired.
- 24. DECLARATION OF INTEREST-PERSONAL AND PREJUDICIAL:** All members shall declare at the commencement of the meeting any personal/family related or pecuniary interests relevant to items on the agenda.
- 25. ADMISSION OF THE PRESS AND PUBLIC:** Members of the press and public are entitled to attend all Parish Council meetings, though they have no rights to participate, except ten (10) minutes at the beginning of every meeting or at the discretion of the Chairman and with prior notice to the Clerk. Members of other organisations who are reporting to the Council may be invited to sit with the Members, at the discretion of the Chairman, until the item is concluded.
- 26. EXCLUSION:** Members of the press and public can be excluded if there is confidential business to discuss, or there is some other good reason. The exclusion has to be voted for by a majority of Councillors present. The reason has to be stated in the motion to exclude, and then recorded in the minutes of the meeting. It is important to do this even if no member of the public is actually present at the time, in case someone arrives during the discussion of the item. (The most likely cases are when employment, contracting, or legal matters are to be discussed.) The minutes of any confidential matter discussed shall not be made public.
- 27. CLOSURE OF MEETINGS:** Meetings of the Parish Council shall finish no later than 9.30 pm unless a Member moves a resolution to continue until it is concluded is approved.
- 28. INSURANCE:** The Council shall maintain insurance cover for the risks it considers appropriate but shall as a minimum cover include for public liability, employer's liability, money and fidelity guarantee.
- 29.** In the event of any issues not covered by the above, the Parish Council will take its guidance from the model standing orders produced by NALC.

Agreed at the 15th September 2016 meeting and recorded in the minutes of that meeting as item

Signed and dated by the Chairman of that meeting.



Lee Cammack (Chairman)

WINTHORPE WITH LANGFORD PARISH COUNCIL

FINANCIAL REGULATIONS –Revised June 2016

GENERAL

1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the Council. The Council is responsible by law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities. They are based on a model set and therefore some elements may not be applicable.
2. The Responsible Finance Officer (RFO) is a statutory office and shall be appointed by the Council. If the Clerk has been appointed as the RFO for the Council these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems, in liaison with the Council. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
3. The RFO shall produce financial management information for the quarterly meetings of the Finance Committee of the Council which comprises all members of the Parish Council.
4. The Council will review the effectiveness of its system of internal control after receiving the full report on the internal audit from the Internal Auditor.
5. In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of the the Local Audit and Accountability Act 2014.
6. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in local councils in England and Wales - a Practitioners' Guide' is published jointly by NALC and SLCC and updated from time to time.

ANNUAL ESTIMATES (BUDGET)

7. Detailed estimates of all receipts and payments including the use of reserves and all sources of funding shall be prepared by the RFO in the form of a budget for the forthcoming financial year to be considered by the Council.
8. The Council shall review the budget not later than the end of November each year, unless alternative circumstances dictate another date, and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority, (Newark and Sherwood District Council) and supply each member with a copy of the approved budget.
9. The annual budgets shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL

10. Expenditure on review items may be incurred up to the amounts included for that class of expenditure in the approved budget.
11. No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

12. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budget, comparing actual expenditure to that planned as shown in the budget. These statements are to be prepared each month.
13. The Clerk, with the approval of the Chairman, may incur expenditure on behalf of the Council which is necessary to carry out a repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision of the expenditure, subject to a limit of £250.00. The Clerk shall report the action to the Council as soon as practicable thereafter.
14. Underspend provisions in the revenue budget shall be placed in the contingency reserve of the Council.
15. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available. Or the requisite borrowing approval has been obtained.
16. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

ACCOUNTING AND AUDIT

17. All accounting procedures and financial records of the Council shall be "in accordance with the latest edition of Governance and Accountability – A Practitioner's guide.
18. The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
19. The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who must be competent and independent of the operations of the Council, shall report to the Chairman of the Parish Council and the Finance Chairman in writing, by letter or e-mail, after carrying out the Internal Audit should this be necessary, In order to demonstrate objectivity and independence, the Internal Auditor must be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
20. The RFO shall complete the Accounts of the Council as required in the Annual Return and shall submit the Annual Return to the Internal Auditor for approval and then for authorization by the Council within the time-scales set by the Practitioners' Guidance.
21. The Council's system of internal control shall cover all of the following:
 - Appointment of the Responsible Financial Officer.
 - Proper book-keeping and financial reporting arrangements.
 - Financial regulations, as written here, and including Standing Orders and payment controls.
 - Risk management arrangements.
 - Budgetary controls.
 - Income controls.
 - Petty case controls.
 - Payroll controls.
 - Capital controls covering asset management, investments and borrowing.
 - Bank reconciliation.
 - Other areas identified from time to time in risk management.
22. The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers and for the display or publication of any notices and statements of account required by proper practices included in the Practitioners' Guide.

23. The RFO shall, as soon as practicable, bring to the attention of the Chairman and Finance Chairman any correspondence or report from the internal or External Auditor, and the correspondence or report shall be placed on the agenda of the next Finance Committee and full Council meetings.
24. The RFO will ensure that all accounting statements and supporting documentation are submitted to the Councils External Auditors in accordance with the required timetable for submission.

BANKING ARRANGEMENTS AND CHEQUES

25. The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed annually for efficiency.
26. A schedule of the monthly expenditure required, will form part of the Agenda for the Council Meeting, and shall be prepared by the RFO and, together with the relevant invoices, be presented at the Council meeting. The schedule will show invoice amount before VAT, VAT, if applicable, and the total payment to be made. If the schedule is in order it shall be authorised by a resolution of the Council. The same schedule shall be shown in the minutes of the Meeting.
27. Cheques drawn on the bank account, in accordance with the schedule referred to above, shall be signed by two of the three members of Council authorised on the mandate. The Clerk/RFO must not sign cheques behalf of the Parish Council.
28. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories will each also initial the cheque counterfoil. The cheque counterfoil will also refer to the invoice number and date.

PAYMENT OF ACCOUNTS

29. All payments shall be effected by cheque or other order drawn on the Council's bankers.
30. All invoices for payment shall be examined, verified and certified by the Clerk/RFO. The Clerk must satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. A reference note will be put on the invoice regarding the order number, date and minute number at which the payment was sanctioned by the Council
31. The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
32. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be submitted with a receipt and refunded by cheque on a regular basis, at least quarterly.

PAYMENT OF SALARIES

33. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
34. Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, if any, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. Regular checks on payroll deductions will be made by the Finance Chairman and reported to the quarterly Finance meeting.

LOANS AND INVESTMENTS

- 35.** All loans and investments shall be negotiated in the name of the Council and shall be or a set period in accordance with Council's policy.
- 36.** The Council may consider the need for an Investment Policy, which, if drawn up, must be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 37.** All investments of money under the control of the Council shall be in the name of the Council.
- 38.** All borrowings must be affected in the name of the Council, after obtaining the necessary borrowing approval from the Council. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 39.** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO in a secure box, and produced for the Annual Council Meeting in May each year.

INCOME

- 40.** The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 41.** Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 42.** The Council will review all fees and charges annually, at the first Finance Committee Meeting of the financial year, following a report from the Clerk/RFO.
- 43.** Any sums found to be irrecoverable and any bad debts shall be reported to the Council as soon as possible and shall be written off in the year.
- 44.** All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council bankers with such frequency as the RFO and Finance Chairman consider necessary
- 45.** The origin of each receipt shall be entered on the counter foil of the paying in slip.
- 46.** Personal cheques shall not be cashed out of money held on behalf of the Council.
- 47.** The RFO shall promptly complete any VAT Return that is required on a six monthly basis.
- 48.** Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such as cash. For day to day payments received the RFO will complete a receipt for sums received, and will also obtain a paying-in slip on banking the payment.

ORDERS FOR WORK, GOODS AND SERVICES

- 49.** An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. The order or letter shall have a unique number and a reference consisting of the date and minute number at which the Council authorised the order being placed. Copies of orders shall be retained and kept on a separate file. The order or letter will clearly state the payment provisions of the Council and that invoices must be received by the third Wednesday of each month, excepting August and earlier in December, for payment to be authorised at that month's Council Meeting. No Council Meeting is held in August.
- 50.** The order file shall be controlled by the RFO and made available at all Council Meetings and Finance Meetings.
- 51.** All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. For values of £500 to £2,000 a minimum of two quotations and for values over £2,000 three quotations are required. For values over £50,000 the Council should require further safeguards and follow proper practice.
- 52.** The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and, in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the Council Meeting at which the order is approved so that the Minutes can record the power being used.

CONTRACTS

- 53.** Procedures as to contracts are laid down as follows:
- Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, except for the type of contracts listed below.-'
 - For the supply of gas, electricity, water, sewerage and telephone services.
 - For specialist services such as are provided by Solicitors, Accountants, Surveyors and Planning Consultants.
 - For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 54.** Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 55.** All sealed envelopes shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.
- 56.** If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works
- 57.** The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORK

58. Payment on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultant's engagement to supervise the contract (subject to any percentage withheld as may be agreed in the particular contract).
59. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
60. Any variation to a contract or additional to or omission from a contract must be approved by the Council and Contractor in writing, the Council being informed as soon as possible where the final cost is likely to exceed the financial provision.

ASSETS, PROPERTIES AND ESTATES

61. The clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations and the Practitioners' Guide.
62. No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law.
63. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at the Annual Meeting in May, following a health and safety inspection of assets.

INSURANCE

64. Following the annual risk assessment, as detailed in the Practitioner's Guide the RFO shall affect all insurances and negotiate all claims on the Council's insurers.
65. The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
66. The RFO shall be notified of any lost liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
67. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

CHARITIES

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

RISK MANAGEMENT

69. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall ensure that risk management policy statement are prepared, for approval by the Council, in respect of all activities of the Council. Risk policy statements and consequential risk management shall be reviewed by the Council at least annually.
70. When considering any new activity, the Clerk shall ensure that a draft risk management assessment, including risk management proposals, is prepared for consideration and adoption by the Council.

REVISION OF FINANCIAL REGULATIONS

71. It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Agreed at the 15th September 2016 meeting, Recorded in the minutes of that date as item.

Signed and dated by the Chairman of that meeting

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized representation of the name 'Lee Cammack'.

Lee Cammack (Chairman)