

**MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON
MONDAY 14 MAY 2018 IN KERSEY VILLAGE HALL AT 7.30 PM**

PRESENT

John Hume – Chair, Yvonne Martin, Veronica Partridge, Giles Hollingworth, Iqbal Alam,
11 members of the public, and the Clerk – Sarah Partridge

53/18 ELECTION OF CHAIR

John Hume was proposed and elected as Chair of the Council; a Declaration of Acceptance of Office of Chairperson was completed and signed.

54/18 ELECTION OF VICE CHAIR

Yvonne Martin was proposed, seconded and elected as Vice Chair.

All Councillors were reminded to check their Register of Interests in case they need updating. Councillors should contact the Clerk if amendments need to be made.

55/18 APOLOGIES were received and accepted from Andrew Rogers and Kevin Pratt. Robert Lindsay and Alan Ferguson also gave their apologies.

56/18 ACCEPT MEMBERS DECLARATION OF INTEREST

After advice from the Clerk, Iqbal Alam declared an interest in planning application DC/18/01873 because he is a neighbour.

57/18 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

58/18 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** –Giles Hollingworth and Kevin Pratt
- b) **KCPC Working Group** – Giles Hollingworth
- c) **Millennium Book Fund** – all Councillors
- d) **SALC** – Iqbal Alam
- e) **Neighbourhood Watch** – vacancy
- f) **Village Hall** –Veronica Partridge
- g) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

- a) **Franey & Rand Charities** – Rachael Rogers (4 year term ending May 2021)
- b) **Nightingale Trust** - After many years Jill Harbinson has decided to retire from the Nightingale Trust, She was thanked for her many years of service.
David Woollard was elected (3 years of a 4 year term remaining, ending May 2021)
Natalie Byth (4 year term ending May 2019)

The members of Kersey Parish Council working groups were all confirmed as below:

Footpath Working Group:

Councillors: Giles Hollingworth – Chair and Kevin Pratt

Volunteers – David Anderson, Ray Attridge, Natalie Blyth, Viv Marsh, John Nicholls, Diana Pembroke, Brian Perfect, Andrew Rogers, Rachael Rogers, Matt Smith, James Walter and Gerald Whymark

Land Owner representatives: Clive Arthey and Sarah Partridge

KCPC Working Group:

Councillor: Giles Hollingworth

Volunteers: Jonathan Marsh - Chair of Working Group, Dominique Young - secretary, Pascoe Gibbons, Ian Fidell, Mark Pertwee and Will Steed.

59/18 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 April 2018 were signed and dated as being correct.

60/18 CLERK'S REPORT

Pedestrian Footbridge repair work is scheduled to be undertaken between 15 and 25 May 2018. The road will be closed to vehicles with diversion signs in place. A temporary pedestrian bridge will be in place. The Clerk requested that the verges on the A1141 crossroads were cut before this work to ensure visibility was as good as it could be for everyone using this rather dangerous junction. SCC highways couldn't confirm the cutting would happen before the works started; it is on the schedule to be cut sometime soon. Work is progressing with the Emergency Plan, it is hoped to have this completed by the July meeting. Alan Ferguson has done some research regarding the questions raised about the proposed new swimming pool at Hadleigh. Originally the pool was going to be a consistent depth of 1.2m which is not unusual. However, after a visit and consultation with Swim England the proposal is for the pool to slope from 0.8m to 1.9m in depth. The old swimming pool site once the new pool is built is proposed to be returned to park land compensating for the new pool area giving a neutral loss / gain position. Most of the work the Clerk has been completing recently is on the agenda for discussion later in the meeting.

61/18 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. Items to note:

- a) Babergh Mid Suffolk One Council project – As Alan Ferguson has reported the potential merger of Babergh and Mid Suffolk has been put on hold while SCC look at unitary government for Suffolk. As a matter of public record, Babergh has published the draft business case for the merger of Babergh and Mid Suffolk on their website. <http://www.babergh.gov.uk/the-council/onecouncil/>. A query was raised about whether the new joint Local Plan for Babergh and Mid Suffolk was also on hold. The Clerk will clarify the position.
- b) Calor have sent information about a national grant scheme which supports local communities. The Calor Rural Community Fund is offering off-grid communities the chance to receive grants of up to £5,000 to help fund schemes that will improve local life. This information has been circulated to Councillors.
- c) Babergh plans to hold some Alternative Visitor Information Services Workshops in June to try to find ways to provide visitor information on a more localised, targeted and flexible basis. It was suggested Babergh invite local businesses who have a vested interest in this.
- d) The Suffolk Tree Warden Network have written encouraging all parishes to appoint a Tree Warden. The Council discussed this role, which it was felt would not be very onerous for Kersey, it just needs somebody with knowledge and an interest in trees who could advise the Parish Council on tree matters. A couple of names were suggested which the Chair will follow up.

62/18 FINANCE

- a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The Lead Councillor for Finance was agreed as Giles Hollingworth.
- b) Terms of Reference for Internal Audit and Annual Internal Audit Plan was reviewed by the Parish Council and adopted; copy appended to these minutes.
- c) Review of Financial Regulations, these need to be reviewed annually. The Clerk was not aware of any change in circumstances or legislation requiring a change to the Financial Regulations. The Parish Council agreed to re-adopt the Financial Regulations without any amendments.

- d) The Council reviewed the bank mandate arrangements. It was agreed all existing bank mandate arrangements were appropriate and should remain the same. Any two of John Hume, Yvonne Martin or Giles Hollingworth are to sign cheques and withdrawal requests.
- e) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. The Clerk confirmed that the Parish Council has received the first instalment of the precept, £3,976.50 from Babergh.

63/18 PARISH COUNCIL ACCOUNTS AND GOVERNANCE STATEMENTS FOR THE YEAR ENDING 31 MARCH 2018

- a) Natalie Blyth the Internal Auditor had carried out her Internal Audit on 9 May where she found everything to be in order. A copy of her report was available at the meeting for all Councillors to read. Natalie completed the Annual Internal Audit Report 2017/18 for the Annual Governance and Accountability Return.
- b) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2018, these were considered and it was resolved to approve the year end accounts. The Chair signed the accounts; a copy of the accounts are appended to these minutes. Councillors reviewed the sheet showing the significant variances between the year ending 2017 and the year ending 2018 and agreed this gave a clear explanation for the variances. Councillors reviewed the final budget comparison for the year, the year-end bank reconciliation and the allocated reserves, it was agreed the allocated reserves and the general Parish Council reserve were appropriate.
- c) It was agreed to set the dates for the period for the exercise of public rights from 4 June to 13 July 2018. Notice and guidance notes will be displayed on the noticeboard and on the website alongside all the financial information as required. This gives the electors of Kersey the opportunity to inspect the Parish Council accounts.
- d) Having completed the year end accounts and considered the requirements Kersey Parish Council resolved to certify itself as exempt from a Limited Assurance Review.
- e) The RFO and Chair signed the Certificate of Exemption.
- f) The Parish Council answered all the questions for the Annual Governance Statement 2017/18, confirming the Parish Council had complied with all the necessary legislation and accounting requirements. It was resolved to approve this section and it was duly signed by the Chair and Clerk.
- g) The Accounting Statements for 2017/18 were reviewed and it was resolved to approve this section, it was duly signed by the Chair.

64/18 PLANNING APPLICATIONS

a) Progress

Green Gables, The Green, Kersey, Ipswich Suffolk IP7 6EB

DC/17/05766 Householder Application. Removal and replacement of part of existing outbuilding. Revised design to that approved under B/16/00958. Permission granted by Babergh 18 April 2018.

DC/17/05767 Listed Building Consent Application. Removal and replacement of part of existing outbuilding. Revised design to that approved under B/16/00959. Listed building consent granted by Babergh 18 April 2018.

b) To consider applications received:

The Chair outlined the procedure to discuss the applications; if the applicant is present they will be invited to speak, then members of the public present will be invited to speak. Councillors will then discuss the application and the Parish Council will make its decision.

West Sampsons Hall, Hall Road, Kersey, Ipswich Suffolk

DC/18/01654 Application for agricultural determination Prior Notification Under Schedule 2 Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015. Erection of a lean-to building onto an existing grain store to be used solely for own agricultural purpose - machinery and produce storage. There were no comments from the floor. Some Councillors had attended a site visit which was helpful to understand the site and existing buildings. It was agreed this proposal would not make a substantial change to the existing farm yard buildings, it is in keeping and will not have an impact on any neighbours. It was agreed the Parish Council supports the proposed lean to building.

It was noted that the Babergh planning department seem to have made some errors in the consultation process for this application. Since this is a prior notice application the timescale for consultation is tight, Babergh must make a decision by 16 May. However, Babergh originally omitted to consult the Parish Council about this application. Once the Parish Council had been consulted a member of staff at the planning department agreed the Parish Council could respond on 14 May immediately after the meeting. On 11 May Babergh issued a decision notice for this application. The Clerk has written to the planning department at Babergh and our District Councillor to question why they had done this without waiting for the Parish Council response. The Clerk will email the Parish Council response to this application after the meeting as agreed. The Parish Council is aware that there are staff shortages in the planning department and they are under resourced but the Parish Council is concerned that due process has not been followed when determining this planning application.

Barn Adjacent Red House Farm, Wickerstreet Green, Kersey, IP7 6EY

DC/18/01595 Change of use of land to residential curtilage and the erection of a detached two bay cart lodge. There were no comments from the floor. Councillors looked at the documentation and considered the application. The Parish Council had previously supported the conversion of the barn to a residential property. It was agreed the Parish Council supports the change of use of land to residential curtilage and the erection of a two-bay cart lodge.

Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP -

DC/18/01829 Full Planning Application - Erection of two detached houses with cart lodge garages. The applicant was present and outlined the application. They had sought pre-application advice from the Parish Council and then from Babergh. The planning officer at Babergh suggested a number of changes to the proposal which they have now included in this full planning application. The site for the two houses has been moved to a discrete location near the driveway entrance to the Mill House on Ivy Tree Lane and they are now two individual properties rather than a pair. Although closer to the river they are well above the water level and are outside the flood risk zone. In pre-application consultation the Heritage team at Babergh felt there would not be a heritage concern due to the distance from The Mill and because the proposal will not impinge on any views of the listed Mill buildings. Due to the topography, soft landscaping, trees and hedging the proposal will not be very visible from the main road and will not obstruct views of the Mill. The homes will not be isolated because there is a small cluster of nearby properties and there are many facilities on the Kersey Mill site. The two houses are for family members and will be self-build homes, which will contribute to the local housing need. The neighbours have been consulted and they are fully supportive and look forward to the homes being built. There were no comments from the floor. Councillors looked at the plans and documents and discussed this application in some detail. One Councillor, although initially supportive of the application, felt it was important to note that this application was against Babergh planning policy CS11 as it would be considered as building in the countryside. He felt that local need and exceptional circumstances need to be proved. For these reasons he objected to the application. It was commented that the Parish Council should be giving a local perspective on planning applications. There was concern that approving these homes may set a precedent for more residential development at the Kersey Mill site. However, it was agreed that every application would be considered on its merits so setting a precedent should not be an issue. The Parish Council was supportive of the proposal because it would provide homes for local people. The Parish Council was pleased to note that the site for the homes had been moved and very pleased that the important views of Kersey Mill would not be obscured. The Parish Council resolved by a majority to support this application but to note the concern raised by one Councillor that it may not comply with some local planning policies.

Iqbal Alam declared an interest as a neighbour and left the meeting.

Stay Barn, The Street, Kersey, Ipswich Suffolk IP7 6DY

DC/18/01873 Application for Listed Building Consent - Erection of single storey rear extension. The applicant was present and outlined the application. They had previously submitted a householder application but Babergh now advised that because the barn is in the curtilage of the Grade 1 listed Ancient Cottages a listed building application must be submitted. The main reason for this proposal is to increase the dining area and natural light for the kitchen area. The architect has submitted a detailed response to the comments made by an objector and the Parish Council to the original householder

application. This application is identical except it has information relating to heritage aspects. The applicant has not consulted with the neighbours. It was commented that a very similar application had been approved some years ago by Babergh but this has now lapsed. In answer to the concerns raised by the Parish Council to the householder application, the applicant confirmed that:

1. In their opinion, no trees would be affected by this proposal.
2. Due to the trees, hedging and screening on the property boundary, the proposal will not be visible from the public footpath. The proposal is for a frameless glass fronted gable which would be light, transparent and therefore should not intrude on the original barn structure.
3. With regard to noise concerns any noise heard by either adjoining property is normal domestic noise to be expected in a semi-detached property. The proposal will mean that the outdoor dining area will be moved inside and they will be fitting sound proof plaster board to any adjoining/party walls to help reduce noise transfer.
4. The applicant confirmed there would be no gap between the properties. The existing wall buttresses would form the internal party wall but would be fitted with sound proof plaster board to reduce noise passing through to the adjoining property. There would not be an issue of maintenance or damp as it would be a party wall and all inside the property. The proposal has been designed so that the party wall will not be a weight bearing structure.
5. The applicants feel that the proposal is a modest single storey extension designed to tie in the existing roof forms and designed as a light transparent contrast between the two existing gables. The Parish Council had received an objection from the neighbours in the adjoining property raising a number of concerns. Councillors discussed the application at length in detail. Some of the concerns raised in the objection by the neighbour and the Parish Council's response to the earlier householder application had already been answered by the applicant but there was a concern that the proposed gable will extend beyond the existing gable of the adjoining Lillesley Barn. One comment was received from the floor – it was felt that the Parish Council was going into a considerable amount of detail for quite minor issues. The Chair stated that it was important the Parish Council considers all applications in detail, taking into consideration comments made by neighbours or members of the public. A Councillor commented that when the barn was originally converted to a residential property it was a listed building so was surprised to hear that the barn was no longer listed in its own right. The Council agreed to query this with Babergh. It was agreed to support the application subject to:
 1. The proposed gable being brought back into line with the existing gable of Lillesley Barn so that the new gable does not project beyond, as shown in the current drawings. This would prevent any loss of light and reduce noise to the adjacent property.
 2. Assurances that noise reduction techniques will be used, such as sound proof plasterboard.

Iqbal Alam re-joined the meeting.

65/18 KCPC WORKING GROUP – no report

66/18 FOOTPATH WORKING GROUP

Giles Hollingworth gave a brief report. He hopes more of the volunteers will work together as a team rather than working alone. He feels this will make the work more sociable and rewarding.

At a Footpath Working Group meeting, some changes were made to the path allocation for volunteers as some volunteers had retired. All paths are walkable. A query was raised about path mowing. The Clerk confirmed that the Parish Council is contracted to clear the surface growth from category one paths in Kersey twice during the growing season, in May and August. It was also confirmed that all dog owners are required to clear up after their dogs on all public rights of way, which includes public footpaths. The cutting schedule has been received from SCC and all the additional paths have been included for payment this year. The Rights of Way Officer hasn't visited Kersey yet, the Clerk will chase this up and try to arrange a meeting soon to discuss the steps which may need attention near the allotments on path 12 and on path 16. The old mower has been repaired and fully serviced so there are now two mowers ready for the mowing season. The final invoice for the repairs and service to the old mower was a little more than quoted at £204.09 plus VAT, the quote was for £201.80 plus VAT. The next Footpath Working Group meeting is on Tuesday 19 June at 7.30pm at The Bell.

67/18 REVIEW AND ADOPT POLICIES

- a) Standing Orders – Councillors all had a copy of the new 2018 NALC model standing orders which have been amended to suit Kersey Parish Council. The main changes to the model standing orders reflect new legislation, particularly for data protection. All the ‘Kersey’ amendments are identical to the Standing Orders approved by the Parish Council last year. The Parish Council resolved to adopt these new Standing Orders, copy appended to these minutes.
- b) Working Group Terms of Reference – KCPC, Footpath & KVG. Councillors all had copies of these new updated Terms of Reference. It was resolved to adopt all these new Terms of Reference, appended.
- c) Reserves Policy – Over the past few years the Parish Council has made several individual decisions regarding reserves which are then considered and agreed again when the budget is set and at the end of the financial year. It was resolved to adopt this Reserves Policy which would make the reasons the Parish Council holds allocated reserves much simpler and clearer. This policy is appended.

68/18 REVIEW AND ADOPT A RISK ASSESSMENT FOR LITTER PICKING

Councillors all had a copy of the new risk assessment for litter picking. The Parish Council resolved to approve this document, copy appended to these minutes. The new KVG Working Group of the Parish Council (Kersey Volunteer Group) will be taking on responsibility for regular litter collection in the Parish. They will also note and report any other problems in their area. John Hume has had some positive feedback from volunteers and would welcome anyone else interested in joining the KVG. It was suggested that the volunteers could keep a record of how much waste is collected.

69/18 TO RECEIVE AN UPDATE ABOUT A POSSIBLE VOLUNTEER DRIVER SCHEME FOR KERSEY

There had not been a very enthusiastic response to the idea of a volunteer driver scheme. Nobody had come forward with an offer to co-ordinate a formal scheme. This could be quite an onerous role as they would be responsible for matching volunteer drivers to requests for transport amongst other things. After some discussion it was agreed that the Parish Council would not set up a formal volunteer driver scheme. It was hoped that volunteer drivers could be put in contact with people who needed transport on an informal basis.

70/18 TO RECEIVE AN UPDATE ON PREPARATIONS FOR COMPLIANCE WITH NEW DATA PROTECTION LEGISLATION

The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. This is something Kersey Parish Council was concerned about and wrote to the Department for Culture, Media and Sport suggesting this. The Clerk has written to Mr Cartledge, our MP, who has said he will look out for this amendment when it comes before parliament. Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply. Assuming the amendment and legislation is passed, appointing a Data Protection Officer to support a council’s approach to data protection will be discretionary, however, it may be regarded as good practice to appoint a DPO. Advice will be taken from SALC regarding the necessity for this as the Parish Council works through the measures to ensure the Parish Council is compliant with the new legislation. The Clerk has spent some time learning about the new GDPR requirements but the new Data Protection Bill has not yet passed through parliament which makes it difficult to clarify exactly what it required. The Clerk has carried out a data audit and has written an action plan. There may be many new policies and procedures the Council will need to have in place. The Clerk will attend training and advice sessions which SALC are planning to offer over the coming months. The advice from the ICO is that councils should be working towards compliance at this stage. Councillors need to be aware that they also need to comply with the data protection legislation. It was agreed to appoint the Clerk as a data protection lead for the Parish Council. Ensuring the Parish Council has all the correct policies and procedures in place so that it is compliant with the new requirements will take a considerable amount of time and work.

71/18 COMMUNITY INFRASTRUCTURE LEVY – DISCUSS THE OPPORTUNITY TO MAKE A BID FOR INFRASTRUCTURE PROJECTS LISTED IN BABERGH'S 123 LISTS AND DISCUSS IF KERSEY SHOULD DEVELOP A PARISH INVESTMENT INFRASTRUCTURE PLAN

The Chair suggested that this was too large an issue to discuss at this stage in the meeting. It was agreed to set up a small working group of two or three Councillors to investigate and then report back to the Parish Council. It was noted that no CIL contributions had been received for Kersey.

72/18 TRAINING

Information about training courses is regularly circulated. The Chair will encourage the two newer Councillors to try to attend some training as soon as possible.

73/18 FORTHCOMING MEETINGS

Police and Parish Forum 13 June – the minutes will be circulated to all Councillors.

SALC/Babergh Area meeting 18 June – Iqbal Alam will attend this meeting.

Footpath Working Group meeting 19 June, 7.30pm The Bell

74/18 ANY OTHER BUSINESS

A question was asked about the proposed Village Emergency Telephone System. The Clerk confirmed that this was still to be progressed.

75/18 PARISH TIME

A parishioner had some information about the natural springs in Kersey. She supplied maps to Councillors and those interested. She has also supplied information to the Parish Council with photographs of flooding events from some years ago.

A question was asked as to whether the Councillor who objected to the Kersey Mill planning application for two properties would be objecting to all development in Kersey outside the Build Up Area Boundary as defined by Babergh in the Local Plan as it would be against planning policy CS11. The Parish Councillor stated that the countryside should be protected and he will consider each application on a case by case basis ensuring it is in line with Babergh District Council local planning policy. He stated that he will always object to proposals for development in the countryside as it is against local planning policy.

There being no further business the meeting closed at 10.06 pm.

Appended to these minutes are 37 sheets:

Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 pages)

Kersey Parish Council Finance Sheet for 14 May 2018

Kersey Parish Council Accounts for the Year Ending 31 March 2018 (4 pages)

Kersey Parish Council Standing Orders (24 pages)

Working Group Terms of Reference for KCPC, Footpath and KVG (3 pages)

Reserves Policy

Risk Assessment for Litter Picking (2 pages)

Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan

It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

To safeguard Kersey Parish Council finances there are three systems of control:

- **Internal Control**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to independently evaluate the effectiveness of risk management, internal control and governance processes to ensure they are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the council in its responsibility for the prevention and detection of such occurrences

- **Limited Assurance Audit Review**

The Parish Council may be exempt from a limited assurance audit review. In which case a certificate will be sent to the external auditor, appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review twice during the year the accounting and internal control systems noting that their establishment and alteration is the responsibility of the Council. One interim review midway through the year and one after the year end accounts have been completed.
- To report in writing to Council twice each year on the results of such tests of the system that are carried out;
- To complete the Annual Internal Audit Assurance Report in the Annual Return;
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from *Governance and Accountability for Smaller Authorities in England March 2018*.

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices and guidance. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review. Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan

Internal Audit Plan check list

Internal Control	Scope of Internal Audit	Internal Auditor Comments
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 	
a) Standing Orders and Financial Regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> • Has the council formally adopted Standing Orders and Financial Regulations? And when were these last reviewed? • Has a Responsible Financial Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is S 137 expenditure minuted, separately recorded in the accounts and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Is the fidelity guarantee appropriate and has it been reviewed? • Are internal control systems documented and regularly reviewed? • Has the council carried out a Review of the Effectiveness of Internal Audit and internal control systems during the year? • Has appropriate action been taken regarding matters raised in reports from Internal Audit? 	
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of the precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget? 	
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash & near-cash adequate & effective? 	
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer? 	
Assets controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and investments registers up to date? • Do asset insurance valuations agree with those in the asset register? 	
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? 	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure) • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors & creditors been properly recorded? • Has the Council complied with the Transparency Code by publishing relevant information on their website? • Has the Annual Return been completed? • Has a certificate of exemption of limited assurance audit review or the Annual Return been sent to the external auditor? • Has appropriate action been taken regarding matters raised in reports from external audit? 	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 14 May 2018

Bank Balances At 30 April 2018

Business Premium Account	£19,519.11
Current Account	£571.88
	<u>£20,090.99</u>

Transfers between Business Premium and Current account since the last meeting

07-Mar-18	Transferred from BPA to Current	£1,600.00
25-Apr-18	Transferred from BPA to Current	£500.00

Income received since the last meeting

09-Apr-18	Babergh - 50% precept	£3,976.50
		<u>£3,976.50</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>		
9-Apr-18	101164	Suffolk.biz - Website hosting annual charge	£100.00
9-Apr-18	101165	WJ Green - Footpath mower repair & service	£244.91
			<u>£100.00</u>

Payments Due

<u>Chq no.</u>		
101166	SALC - Annual subscription	£178.80
		<u>£178.80</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

31-Mar-17		31-Mar-18
£ 6,786.00	Precept	£ 7,340.00
£ 773.00	KCPC	£ 1,031.00
£ 415.40	Footpath	£ 435.40
£ 2.84	Millennium Book Fund	£ 2.85
£ 6.26	Bank Interest	£ 11.70
£ 43.08	Council Tax Support Grant	£ -
£ 344.33	Transparency Fund Grant	£ 311.04
£ 1,137.00	Other income	£ 550.00 Donations
£ 240.70	VAT Repayment	£ 608.62
£ 9,748.61	TOTAL RECEIPTS	£10,290.61
£ 652.86	Administration	£ 684.22
£ 4,105.20	Staff costs	£ 4,298.79
£ 182.28	Training and external meetings	£ 38.00
£ 192.90	Street Lighting	£ 204.45
£ 2,798.81	KCPC	£ 595.33
£ 34.92	Footpath	£ 734.00
£ -	Millennium Book Fund	£ -
£ -	Footpath Map Printing	£ -
£ 1,859.50	Section 137	£ - Defibrillator project
£ 524.15	Insurance	£ 373.76
£ 75.00	Glebe Hedgecut	£ 70.00
£ 84.00	RoSPA Inspection	£ 84.00
£ 400.00	St Mary's Church	£ 400.00
£ -	Defibrillator Annual support	£ 126.00
£ 41.29	Dog bin emptying charge	£ 41.29
£ -	Fixed Asset repairs	£ -
£ -	Parish Council Election costs	£ -
£ 611.77	VAT on Payments	£ 288.25
£11,562.68	TOTAL PAYMENTS	£ 7,938.09

RECEIPTS & PAYMENT SUMMARY

£ 18,668.55	Balance as at 1st April	£16,854.48
£ 9,748.61	Total Receipts	£10,290.61
£ 11,562.68	Less Payments	£ 7,938.09
£16,854.48		£19,207.00

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

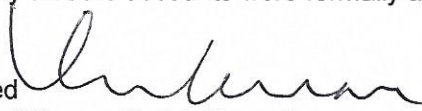
£13,482.29	Barclays Business Premium a/c	£16,042.61
£ 527.44	Barclays Current a/c	£ 316.79
£ 2,844.75	Ipswich Building Society a/c	£ 2,847.60
£16,854.48		£19,207.00
£ -	Less Unpresented Cheque	£ -
£16,854.48	Balance c/f	£19,207.00

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2018 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 30 April 2018

I certify that the accounts were formally approved at the Council Meeting on 14 May 2018

Signed 
Chair of Kersey Parish Council

Date 14-5-18

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2017 - 31 March 2018**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2018**

Funds at the Bank

Barclays

Business Premium Account	£16,042.61
Current Account	£316.79
	£16,359.40

Ipswich Building Society

Millennium Book Fund Account	£2,847.60
	£19,207.00

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2017	£14,009.73
Millennium Book Fund balance b/f 1 April 2017	£2,844.75
	£16,854.48
Plus total Receipts	£10,290.61
	£27,145.09
Total payments	£7,938.09
	£7,938.09
Total Receipts plus balances at 1 April	£27,145.09
Less Total Payments	£7,938.09
	£19,207.00

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced)	£2,847.60
KCPC Working Group (Ring Fenced)	£2,889.33
Footpath Working Group	£1,736.75
Defibrillator and Village Emergency Tel	£649.06
Election Provision	£837.50
Church Walk Future Maintenance	£1,560.00
Training reserve	£497.69
Footpath Map printing reserve	£188.50
Fixed Asset reserve	£1,996.05
Council Tax Support Grant	£729.50
Parish Council General Reserves	£5,275.02
	£19,207.00

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 30 April 2018

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2018

31-Mar-17		31-Mar-18	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 6,786.00	Precept	£ 7,340.00	£ 554.00	8.2%	Increased to cover budgeted expenses & new expense of defibrillator and VETS £226
£ 773.00	KCPC	£ 1,031.00	£ 258.00	33.4%	Quiz night income up due to higher attendance, income up by £228 plus income up £30 from donation for use of quiz questions
£ 415.40	Footpath	£ 435.40	£ 20.00	4.8%	
£ 2.84	Millennium Book Fund	£ 2.85	£ 0.01	0.4%	
£ 6.26	Bank Interest	£ 11.70	£ 5.44	86.9%	
£ 43.08	Council Tax Support Grant	£ -	-£ 43.08	-100.0%	Discretionary grant from District Council discontinued
£ 344.33	Transparency Fund Grant	£ 311.04	-£ 33.29	-9.7%	Grant £311.04 received to help with costs of complying with Transparency Code, spent during the year (YE 2017 more transparency costs so larger grant applied & received)
£ 1,137.00	Other income	£ 550.00	-£ 587.00	-51.6%	Donation received for defibrillator £500 and from photo shoot in Kersey £50 (YE 17 donation from County Councillor £1,000 and £137 from parishioners for defibrillator)
£ 240.70	VAT Repayment	£ 608.62	£ 367.92	152.9%	More VAT reclaimed due to more VAT paid in YE 2017. (Unable to reclaim £3.15 as no VAT number/supplier address)
£ 9,748.61	TOTAL RECEIPTS	£ 10,290.61			
£ 652.86	Administration	£ 684.22	£ 31.36	4.8%	
£ 4,105.20	Staff costs	£ 4,298.79	£ 193.59	4.7%	
£ 182.28	Training and external meetings	£ 38.00	-£ 144.28	-79.2%	Less training attended, travel expenses now inc in staff costs (YE 17 Councillor planning training £70, travel exp £51)
£ 192.90	Street Lighting	£ 204.45	£ 11.55	6.0%	
£ 2,798.81	KCPC	£ 595.33	-£ 2,203.48	-78.7%	YE 17 Increased spending due to project to replace bark chips with rubber chips £2301.09.
£ 34.92	Footpath	£ 734.00	£ 699.08	2001.9%	Increased due to purchase of new mower £730
£ -	Millennium Book Fund	£ -	£ -	0.0%	
£ -	Footpath Map Printing	£ -	£ -	0.0%	
£ 1,859.50	Section 137	£ -	-£ 1,859.50	100.0%	YE 17 defibrillator set up £1,650.00, electrical fitting £83.50, Community Heartbeat Trust annual membership (support package) £126.00
£ 524.15	Insurance	£ 373.76	-£ 150.39	-28.7%	New insurance deal with good cover agreed with Came & Co, premium £153 less.
£ 75.00	Glebe Hedgecut	£ 70.00	-£ 5.00	-6.7%	
£ 84.00	RoSPA Inspection	£ 84.00	£ -	0.0%	
£ 400.00	St Mary's Church	£ 400.00	£ -	0.0%	
£ -	Defibrillator Annual support	£ 126.00	£ 126.00	100.0%	Defibrillator annual support package £126 (power identified so not Section 137)
£ 41.29	Dog bin emptying charge	£ 41.29	£ -	0.0%	
£ -	Fixed Asset repairs	£ -	£ -	0.0%	No fixed asset repairs
£ -	Parish Council Election costs	£ -	£ -	0.0%	
£ 611.77	VAT on Payments	£ 288.25	-£ 323.52	-52.9%	YE 17 Increased due to KCPC project to replace bark chips with rubber chips £447.67 VAT paid on this project
£ 11,562.68	TOTAL PAYMENTS	£ 7,938.09			
£ 30,161.00	Fixed Assets	£ 30,439.00	£ 278.00	0.9%	

Explanation of High Reserves. On the Annual Return Accounting Statement box 7 is more than twice box 2 because Kersey Parish Council has agreed to hold allocated reserves as listed on the bank reconciliation
Total reserves £19,207.00. Allocated reserves £13,931.98. Parish Council general unallocated reserves £5,275.02

KERSEY PARISH COUNCIL
Budget to 31 Mar 2018 and Precept for 2018/2019

VAT not included in budget figures	2017/18	2017/18	2018/19	
Parish Council	Budget/ Precept 2017/2018	Actual to 31 March 2018	Budget/ Precept 2018/2019	Notes: Assume 3% increase unless known budget estimate amount
Post/Tel/Stationery/copier cartridge	£135.00	£27.51	£135.00	
Clerk's working from home exp	£208.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council 11 @ £5	£50.00	£65.00	£55.00	
Annual Parish Assembly @ £10	£10.00	£10.00	£10.00	
SALC subscription	£172.98	£173.71	£180.00	
External Audit	£100.00	£100.00	£100.00	External audit fees for 17/18 to 21/22 £200 unless exempt
Data Protection	£35.00	£0.00	£188.00	ICO reg £35, new GDPR enforced May 2018 DPO Yr 1 £150, Yr 2 £50
Website hosting	£100.00	£100.00	£100.00	Used to be free with SCC, SCC withdrew service, now with Suffolk.cloud
Sub total for Admin	£810.98	£684.22	£976.00	
Clerk's Salary & Staff Costs	£4,150.00	£4,298.79	£4,915.00	Heading amended Oct 17 to inc staff costs ie mileage, overspend to come from training/external mtgs budget if nec. SCP27 17/18 £12.564/hr. Transparency grant £211.08 for staff costs
Training/External Meetings	£250.00	£38.00	£250.00	£212 underspend - added to reserve
Street Lighting	£210.00	£204.45	£225.00	
Parish Council Insurance	£500.00	£331.76	£340.00	Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00	£42.00	£50.00	
Hedge Cut - The Glebe	£83.00	£70.00	£80.00	
Playground Safety Inspection	£85.00	£84.00	£87.00	
Dog Litter Bin emptying charge	£45.00	£41.29	£45.00	
St Mary's Church	£400.00	£400.00	£420.00	18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£226.00	£126.00	£135.00	CHT memb'shp inc Defib managed solution £126, VETS £100. £100 underspend - added to reserve as VETS not set up
Chairman's Allowance	£0.00	£0.00	£0.00	
Election costs	£25.00	£25.00	£25.00	Routine elections every 4 years, next election in May 2019, added to reserve
Church Walk future maintenance	£130.00	£130.00	£130.00	Added to reserve
Footpath Map printing reserve	£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr) added to reserve
Contingencies	£300.00	£0.00	£200.00	18/19 Reduced by £100 to cover GDPR additional cost for year 1.
Adjustment to round precept	£0.02	£0.00		
Precept	£7,340.00	£6,550.51	£7,953.00	Precept for 2018/19 £7953 / Tax base 180.98 = £43.94 for a band D property. Budget approved 22 Jan 18 minute ref 17/18
Transparency Fund Grant	£311.04			£211.08 staff hours, £99.96 website hosting
Other PC income	£561.70			£50 Filming donation, £500 Kersey Mill donation (added to Defib & VETS reserve), £11.70 Bank interest
PC Income	£8,212.74			
Agreed spending from PC reserves:		£729.17	£100.00	Defibrillator costs funded from Defib and VETS reserve FP reserve - new mower
	£8,212.74	£7,279.68	£8,053.00	Total Budget
KCPC	£967.00	£595.33		KCPC Income 17/18 - Estimated £820.00. Actual £1031.00
Footpath	£282.00	£4.83		Footpath Income 17/18 - Estimated £415.40. Actual £435.40
Millennium Book Fund	£0.00	£0.00		Millennium Book Fund Income 17/18 - Est £2.80. Actual £2.85
Total actual spend		£7,879.84		Spent £729.17 on new mower from FP reserves
Reserves (Cash at Bank)	At 1.4.17	At 31.3.18		Minute ref 17/15 and 30/18 agreed to allocate underspends on budgets: Underspend on training allocated to training reserve £212.00. Underspend on defib/VETS allocated to defib/VETS £100 plus £500 donation. Remaining total budget underspend allocated to fixed asset reserve. £8212.74-£6550.51=£1662.23 total surplus less (£212.00+£600.00) = £850.23 to fixed asset reserve.
KCPC Working Group (Ring fenced)	£2,453.66	£2,889.33		
Footpath Working Group	£2,035.35	£1,736.75		
Defib & VETS reserve	49.06	£649.06		
Election costs reserve	£812.50	£837.50		
Church Walk Maintenance Reserve	£1,430.00	£1,560.00		Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Training reserve	£285.69	£497.69		Tax base 183.47 = £40 for a band D property
Footpath Map printing reserve	£113.50	£188.50		Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Fixed Asset Reserve	£1,145.82	£1,996.05		Tax Base 181.25 = £37.44 for a band D property
Council Tax Support grant money	£729.50	£729.50		Budget approved 25 Jan 16 minute ref 18/16
General Parish Council Reserve	£4,954.65	£5,275.02		
	£14,009.73	£16,359.40		Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17
Millennium Book Fund Account	£2,844.75	£2,847.60		Tax Base 180.31 = £37.16 for a band D property
General PC reserves - advice is to hold between 6-12 months gross expenditure (£5,000 - £10,000) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.				

DRAFT



MODEL STANDING ORDERS 2018 (ENGLAND)

Amended for Kersey Parish Council May 2018

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. **RULES OF DEBATE AT MEETINGS**

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

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 4 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f):
 - i a member of the public shall not speak for more than 3 minutes.
 - ii the period of time for receiving reports from outside organisations, which is at the chairman's discretion, shall be limited; each report shall not exceed 10 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** Kersey Parish Council quorum is 3 members from a total of 7 councillors. *See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w **If a meeting is or becomes inquorate no business shall be transacted.** The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 ½ hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 4 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

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

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- k The Council will conduct the following business during the annual schedule of meetings:
- i. Review of inventory of land and other assets including buildings and office equipment;
 - ii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - iii. Review of the Council's and/or staff subscriptions to other bodies;
 - iv. Review of the Council's complaints procedure;
 - v. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - vi. Review of the Council's policy for dealing with the press/media;
 - vii. Review of the Council's employment policies and procedures;
 - viii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

7. **PREVIOUS RESOLUTIONS**

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

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;

- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. DRAFT MINUTES

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

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

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

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

15. **PROPER OFFICER**

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

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

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

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b The Clerk shall notify the chairman or, if he is not available, the vice-chairman, the reason for any absence which will be reported at the next council meeting.
- c The chairman of the council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by council.
- d Subject to the Council's policy regarding the handling of grievance matters, the clerk shall contact the chairman of council or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

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

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

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

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

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

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

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

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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

* * *

Kersey Parish Council KCPC Working Group Terms of Reference May 2018

The KCPC (Kersey Community Playground Committee) was formed to raise funds for the provision of a children's (age 2 to 12 years) play area at the South West end of the Glebe. The play area was completed in 1997 and is widely used by village children and others from the surrounding villages. In November 2008 a cricket net was installed at the Eastern corner of the Glebe. Some funding for the cricket net was received from Babergh from Section 106 funding agreements. In June 2011 outdoor fitness equipment was installed near the children's playground following more fundraising by KCPC and grants from Babergh S106 & Capital and Suffolk County Council.

The Parish Council lease three areas of ground at the Glebe from Kersey Playing Field Association. The lease expires in June 2026.

The KCPC is now a Working Group of the Parish Council and, as such, all decisions need to be ratified by the Parish Council.

KCPC funds are 'Ring Fenced' for recreational purposes in the parish.

Local Council Power: Local Government (Miscellaneous Provisions) Act 1976 s19

KCPC Responsibilities:

- To maintain site, ie grass, trim hedge, repair fencing and gates etc.
- Carry out weekly routine inspections of the entire children's playground area, exercise equipment area and cricket net area to spot 'superficial' faults or defects, carried out by nominated persons keeping a written and signed log.
- Organise thorough quarterly inspection by a nominated person/s looking for defects, faults, corrosion or wear. The findings must be recorded in a log book together with details of the remedial action taken. (If no defects are found, it is important to record this as 'none found') The Clerk to be given a copy of the quarterly inspection reports and any remedial action taken.
- Repair any equipment if possible or contact the equipment supplier to do so.
- To ensure the KCPC mower is appropriately maintained annually and inform the Clerk so a record of maintenance is kept.
- To give all volunteers who help with mowing and maintenance a copy of the risk assessment.
- To remind all volunteers that they are insured to help mow and maintain the playground using the Parish Council mower or strimmer when they are appropriately dressed. They can be offered training as necessary.
- Hold fund-raising events to cover costs of any new equipment or repairs/general maintenance to equipment, surfacing, fencing, gates, seat and mower etc.
- To get all decisions, particularly those incurring expenditure, ratified by the Parish Council.
- To give the Clerk a copy of the KCPC annual budget for ratification by the Parish Council at the budget meeting in November.
- To report to the Parish Council at each council meeting with a copy to the Clerk.
- To give the Clerk a copy of the minutes of KCPC meetings and a list of volunteers who help with mowing and maintenance.

Parish Council Responsibilities:

- Nomination of a Councillor to the Working Group.
- To pay all necessary insurances, ie public liability, damage to play equipment, assets cover etc.
- To insure volunteers who help with mowing and general maintenance.
- To keep a register of assets.
- Organise and pay for professional annual inspections and give KCPC a copy of the report. The Parish Council to permanently retain copies of annual inspection reports as stipulated by the insurance company, also to keep quarterly inspection reports.
- To keep a record of mower maintenance.
- To maintain KCPC Working Group accounts, receive income and make payments.
- To review the volunteer risk assessment regularly, a copy to be given to all volunteers.
- To negotiate the lease for areas of the Glebe from Kersey Playing Field Association.

Kersey Parish Council Footpath Working Group

Terms of Reference May 2018

In the 1980's councillors and volunteers combined informally to establish a well-defined and usable footpath network in Kersey. Suffolk County Council has ultimate responsibility for highways, of which footpaths are an example, and together with the Countryside Commission introduced the Parish Paths Partnership (P3) in the 1990's, which gave grants for local groups to maintain footpaths. The Footpath Committee (now a Working Group) was then formed to put footpath work on a more formal basis within P3. The P3 scheme ended in 2009. Since spring 2010 Suffolk County Council pays the Parish Council, in a similar way to a contractor, to mow category 1 paths in the parish. However the footpath group will continue to mow all paths as necessary. The Parish Council will build up reserves in the footpath account to pay for mower repairs or replacements, running costs for mowing paths and to pay for insurance cover for working group volunteers. As a Working Group of the Parish Council all decisions need to be ratified by the Parish Council.

Local Council Power: Highways Act 1980 s43 and s50.

Footpath Working Group Responsibilities:

- To keep the path network walkable at all times by allotting paths to volunteers for checking, reporting problems, clearing and mowing on a regular basis.
- To ensure signposting is in place and clear.
- To liaise with the Clerk or the County Rights of Way office regarding mowing arrangements.
- To liaise with the Clerk or the County Rights of Way office where repairs or other work are beyond the capabilities of volunteers, ie bridges, steps, sign posts etc.
- To liaise with landowners where necessary for cutting of hedges, crops or other growth which is beyond the scope or legal remit of volunteers.
- To liaise with landowners, Babergh District Council and Suffolk County Council when any path re-routing is required.
- To ensure the mowers and strimmer are appropriately maintained annually and inform the Clerk so a record of maintenance is kept.
- To give all volunteers who help with mowing and maintenance a copy of the risk assessment.
- To remind all volunteers that they are insured to help mow and maintain the footpath network using the Parish Council mowers and strimmer when they are appropriately dressed. They can be offered training as necessary.
- To get all decisions incurring expenditure ratified by the Parish Council.
- To report to the Parish Council at each council meeting with a copy report for the Clerk.
- To give the Clerk a copy of the minutes of Footpath Working Group meetings and a list of volunteers who help with mowing and maintenance.
- To give the Clerk a copy of the annual budget for the Footpath Working Group for ratification by the Parish Council at the budget meeting in November.

The Parish Council Responsibilities:

- Nominations of Councillors to the Working Group.
- To arrange insurance cover for working group volunteers.
- To maintain the Footpath Working Group accounts.
- To insure the mowers and strimmer and keep a register of assets.
- To keep a record of mower and strimmer maintenance.
- To raise invoices and receive payments.
- To review volunteer risk assessment regularly, a copy to be given to all volunteers.

Kersey Parish Council KVG (Kersey Volunteer Group) Working Group Terms of Reference May 2018

In 2018 the Parish Council agreed to set up the Kersey Volunteer Group, a working group of the Parish Council to co-ordinate year-round litter collection, reporting of potholes and fly-tipping in the Parish. This would help make Kersey a cleaner, safer, more attractive and pleasant place to live and visit.

Volunteers will be allocated a specific area to monitor and will be provided with litter pickers, hi-visibility vests, guidelines and information on how to report problems.

The Parish Council will provide insurance cover for working group volunteers.

As a Working Group of the Parish Council all decisions need to be ratified by the Parish Council.

Local Council Power: Highways Act 1980 s 96 maintain roadside verges.

KVG Responsibilities:

- All volunteers to be allocated a specific area to monitor.
- All volunteers to be given equipment and appropriate training as required.
- To give all volunteers a copy of the risk assessment.
- To get all decisions incurring expenditure ratified by the Parish Council.
- To report to the Parish Council at each council meeting with a copy report for the Clerk.
- To give the Clerk a copy of the minutes of the KVG Working Group meetings and a list of all the volunteers.
- To give the Clerk a copy of the annual budget for the KVG Working Group for ratification by the Parish Council at the budget meeting in November.

The Parish Council Responsibilities:

- Nominations of Councillors to the Working Group.
- To arrange insurance cover for the working group volunteers.
- To maintain the KVG accounts.
- To provide any equipment needed by the volunteers, such as litter pickers and hi-visibility vests.
- To raise invoices and receive payments.
- To review volunteer risk assessment regularly, a copy to be given to all volunteers.

Kersey Parish Council Reserves Policy

Auditors recommend that general reserve levels should be for reasonable working capital. General unmarked reserves should usually lie between a range of 6-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs ie maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items in order to ensure funds are available for projects and irregular payments do not make the budget/precept fluctuate unnecessarily.

Millennium Book Fund, KCPC Working Group and Footpath Working Group

Funds held for the above groups are held as allocated reserves.

Defibrillator and Village Emergency Telephone

Funds for this project are held in an allocated reserve. Any defibrillator/VETS budget left at the end of a financial year will be added to the defibrillator/VETS reserve for use in future years.

Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up so there are funds available for necessary training, particularly following the election of new Councillors. Any training budget left at the end of a financial year will be added to the training reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve.

Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

Election Provision

If an election was a stand-alone contested election the cost would be £800 - £1000, if it was uncontested and held alongside another election then the costs would be reduced to approx. £100.

Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church Lych gate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain.

Fixed Asset Reserve

To enable the Council to build up a fixed asset reserve to fund future replacement or repairs to assets without increasing the precept the Parish Council has agreed that any underspend on the budget at the end of every year should be put into the fixed asset reserve.

This Policy was approved at a Parish Council Meeting on 14 May 2018 Minute reference: 67/18

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk Low Med High	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker. Avoid any contact with sharp objects by hand and if possible wrap before bagging. Only remove sharp objects if safe to do so.	Volunteers to confirm they have received and read the risk assessment.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Contact should be made with Babergh District Council for these items to be removed by trained staff. If there is any doubt about the safety of an item leave it and let Babergh know.	Ensure volunteers have Babergh contact details: Public.realm@baberghmidsuffolk.gov.uk
Manual Handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and avoid reaching into hedges in such a way as to expose face, eyes skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/animals Injury/death	Low	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Action
Lone Working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers have a duty to themselves and the public to work safely. If there are any doubts about the safety of any material it should be avoided.

Volunteers are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge and John Hume

on: 1 May 2018

Review of Risk Assessment to be carried out annually.