



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

13 May 2019

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 21 MAY 2019 at 7:00pm**.

The agenda is set out below and I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.
6. **Minutes of Previous Meeting**

To approve the minutes of the last meeting of the General Purposes Committee on 9 April 2019.

7. Minutes of Sub-Committees

There are no minutes for consideration

8. Sub-Committee Terms of Reference

To consider, and update If necessary, the terms of reference for the Council's Sub-Committees

A copy of the terms of reference are attached to the agenda

9. To appoint the Members, Chairmen and Vice Chairmen of the following Sub-Committees:

- Tourism & Town Promotion
- Environment
- Estates
- Management
- Neighbourhood Plan Steering Group
- Mayor's Sub-Committee

10. To appoint Members to the following Working Groups:

- Traffic Management in the High Street

11. Appointment to Outside Bodies

To make appointments of Council representatives to the following bodies:

- Stone ATC (Mayor plus 1 member)
- Age Concern Stone & District (2 members)
- Stafford & Stone Access Group (1 member)
- Trustees of the Town Hall Charity (all members)

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council

- Stone Common Plot (One member for a four year term)
M. Shaw, G. Collier, Mrs J. Hood & R. Kenney to May 2020
Mrs C. Collier to 2019
- Stone Community Hub Group
- Richard Vernon Trust (Two members for a four year term)
R. Kenney to 2021, M. Shaw & P. Leason to 2019
- Stone Area Parish Liaison Group

12. Review of Standing Orders

To undertake a review of the Council's Standing Orders. By convention, consideration of the attached revised Standing Orders document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who has made proposed changes to section 13 to reflect changes in the consideration of meeting minutes.

A copy of the Town Council's Standing Orders is attached to the electronic version of this agenda.

13. Review of Financial Regulations

To undertake a review of the Council's Financial Regulations. By convention, consideration of the attached revised Financial Regulations document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who has made proposed changes to section 5 to reflect the move to setting up direct debits online, rather than by paper. Consideration has also been given to any changes which may be needed as a result of the recent decision to accept debit and credit cards for payments to the Council, but none were required.

A copy of the Town Council's Financial Regulations is attached to the electronic version of this agenda.

14. HS2 Petitioning

To consider the progress of the HS2 petitioning process, and any action the Committee wishes to take as a result.

15. HS2 Phase 2a – Meeting of Highways Sub-Group

To consider the attached email from Staffordshire County Council, and to appoint a representative to attend the Highways Sub-Group on behalf of the Council.

16. Stafford Safer Neighbourhood Panel

To consider the appointment of a Stone representative to the Stafford Safer Neighbourhood Panel following the provision of additional information, for the Council to reconsider its appointment in the light of this new information.

A copy of an email from Gerald D'Arcy, Safer Neighbourhood Panel member, is attached.

17. Fly the Red Ensign for Merchant Navy Day

To consider a letter from Seafarers UK.

18. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 March to 31 March 2019 (attached).

19. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group – notes of the meeting on 30 January 2019 are attached
- c) Traffic Management in High Street Working Group

20. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Age Concern Stone & District
Stafford & Stone Access Group
Stone Common Plot Trustees – Cllrs: Mrs C. Collier, G. Collier, Mrs J. Hood, R. Kenney and
M. Shaw
Stone Community Hub Liaison Group
SPCA Executive Committee – Cllr M. Green

Members of the Public are welcome to attend the General Purposes Meeting as observers

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 9 April 2019

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs C. Collier, G. Collier, J. Davies, Mrs J. Farnham, I. Fordham,
Mrs K. Green, M. Green, Mrs J. Hood, P. Leason, G. Neagus, Mrs J. Piggott and
M. Shaw

ABSENT: Councillors: Mrs M. Goodall, T. Jackson, Mrs E. Mowatt, A. Osgathorpe and
M. Williamson

GP19/203 Apologies

Apologies were received from Councillors: Mrs M. Goodall, T. Jackson,
Mrs E. Mowatt, A. Osgathorpe and M. Williamson

GP19/204 Declarations of Interests

Councillor M. Green declared a personal interest in item 9 (Minute Number
GP19/211) – Age Concern Stone & District

Councillor Mrs J. Hood declared a personal interest in item 9 (Minute Number
GP19/211) – Age Concern Stone & District

GP19/205 Requests for Dispensations

None

GP19/206 To receive the report of the County Councillors

County Councillor Mrs J. Hood

Councillor Mrs Hood had no report on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP19/207 Representations from Members of the Public

None

GP19/208 Minutes

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 19 March 2019,
copies having been circulated to Members, be signed by the Chairman as a
correct record and that the recommendations of the Sub-Committee
contained in Minute Numbers TTP19/030 and TTP19/031 be adopted.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

- b) Environment Sub-Committee held on 19 March 2019, copies having been circulated to Members, be signed by the Chairman as a correct record.

GP19/209 Appointment of Town Mayor and Deputy Town Mayor Elect

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect and the arrangements for Mayor Making.

RESOLVED: That the Council would not appoint a Town Mayor and Deputy Town Mayor Elect or change the arrangements for Mayor Making.

GP19/210 Annual Review of Risk Management

The Committee received the report* of the Town Clerk, and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

The issue of staff working in the office alone was raised, and the Town Clerk undertook to review procedures accordingly.

RESOLVED: To accept the Annual Review of Risk Management.

GP19/211 To consider the following request for a grant:

AGE CONCERN STONE & DISTRICT

The Committee considered the grant application received from Age Concern Stone & District requesting £339.60 for the purchase of new window blinds for two large office windows. The Town Clerk drew the Committee's attention to the current level of the organisation's reserves.

RESOLVED: To award £339.60 to Age Concern Stone & District.

GP19/212 Stafford Safer Neighbourhood Panel

The Committee considered the appointment of a Stone representative to the Stafford Safer Neighbourhood Panel, which was in light of new information that had been received since 5 February 2019, when the item had been initially discussed.

A copy of an email from Gerald D'Arcy, Safer Neighbourhood Panel member, had been enclosed with the agenda for the meeting.

RESOLVED: That the appointment of a Safer Neighbourhood Panel representative be deferred to be considered by the new Council (after the Parish elections).

GP19/213 Planning Application Validation Criteria Consultation

The Committee considered a Stafford Borough Council consultation seeking views on its Planning Application Validation Criteria which sets out the information it needs to receive in order to assess planning applications. The updated document reflects recent changes in national and local policy.

An email from Stafford Borough Council had been attached to the agenda for the meeting and a copy of the Local Validation Requirements had been attached to the electronic version of the agenda.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

RESOLVED: That the Committee did not forward comments to Stafford Borough Council.

GP19/214 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 February 28 February 2019.

GP19/215 Update from Working Groups:

Neighbourhood Plan Steering Group

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that Stafford Borough Council needed to acknowledge that the Draft Stone Neighbourhood Plan now carried weight.

She advised that the Independent Examiner appointed to conduct the Examination of the Stone Neighbourhood Plan had forwarded his initial enquiries to the Town Council for consideration and response. That response has been prepared by Members of the Steering Group based on advice from Urban Vision and had been sent to all Members for consideration before being returned to the Examiner. The Town Council would await further comment from the Examiner in due course.

Stone Area Parish Liaison Group

Councillor Davies advised that the notes of Stone Area Parish Liaison Group's January meeting had been enclosed with the agenda for this meeting. The next meeting of the Liaison Group was scheduled to take place in June, after the parish elections.

Traffic Management in High Street Working Group

Councillor Kenney said that he had nothing further to report on the work of the Working Group.

GP19/216 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone ATC

The Deputy Mayor advised that a meeting of Stone ATC was being held on this evening (9 April 2019) and he had thus been unable to attend.

Age Concern Stone & District

The Mayor, Councillor Mrs K. Green, reported that no meeting had taken place.

Stone Town Band

The Mayor reported that Stone Town Band do not hold meetings.

Stafford & Stone Access Group

Councillor Mrs C. Collier advised that no meeting of the Access Group had taken place.

Stone Common Plot Trustees

Councillor Kenney reported that no meeting had taken place but the Annual General Meeting was coming up soon.

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Stone Community Hub Liaison Group

Councillor Mrs Farnham reported that no meeting of the Stone Community Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor M. Green advised that no meeting of the SPCA Executive Committee had taken place.

The meeting was suspended to enable the Planning Committee and Confidential item on the Town Council Meeting to take place. The Committee was then reconvened for the confidential item on the agenda.

GP19/217 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission of Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate

RESOLVED: To exclude the Press and Public from the next item of business.

GP19/218 Staffing Issues

The Committee considered the confidential report of the Town Clerk which had been included with the agenda.

RESOLVED: That the Town Clerk is authorised to undertake the actions set out within the report.

TOWN MAYOR

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

April 2018

Contents

| | | |
|---|--|----|
| 1 | General Purposes Committee | 3 |
| 2 | Planning Committee | 5 |
| 3 | Environment Sub-Committee | 7 |
| 4 | Estates Sub-Committee | 10 |
| 5 | Management Sub-Committee | 13 |
| 6 | Tourism and Town Promotion Sub-Committee | 16 |
| 7 | Mayor's Charity Sub-Committee | 19 |
| 8 | Neighbourhood Plan Steering Group | 22 |

1 GENERAL PURPOSES COMMITTEE

PURPOSE

- 1.1 The purpose of the General Purposes Committee is to consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.

MEMBERSHIP AND APPOINTMENT

- 1.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 1.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 1.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 1.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 1.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 1.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 1.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 1.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 1.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 1.11 To consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.
- 1.12 To appoint chairmen, vice-chairmen and members to sub-committees.
- 1.13 To appoint Council representatives to outside bodies.
- 1.14 To distribute the Council's grants budget.
- 1.15 To recommend the annual budget and precept to the Council.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 1.16 The General Purposes Committee shall consider and approve, as appropriate, the minutes of each of its Sub-Committees in accordance with Standing Orders.
- 1.17 The General Purposes Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
- 1.18 If a difference of opinion develops between its Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.
- 1.19 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

2 PLANNING COMMITTEE

PURPOSE

- 2.1 The purpose of the Planning Committee is to consider planning applications within the Town Council area and make comments to Stafford Borough appropriately, and to consider policy issues in relation to planning applications.

MEMBERSHIP AND APPOINTMENT

- 2.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 2.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 2.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 2.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 2.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 2.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 2.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 2.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 2.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 2.11 To consider planning applications within the Town Council area and make comments to Stafford Borough appropriately.
- 2.12 To consider policy issues in relation to planning applications.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 2.13 The Planning Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
- 2.14 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

3 ENVIRONMENT SUB-COMMITTEE

PURPOSE

- 3.1 The purpose of the Environment Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, environmental services provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 3.2 The Sub-Committee shall consist of seven members drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 3.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 3.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 3.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 3.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 3.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 3.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 3.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 3.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 3.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 3.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 3.13 To consider matters of policy related to environmental services provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. The Crown Meadow
 - b. Grounds Maintenance
 - c. Allotments
- 3.14 To scrutinise the operation of the above services.
- 3.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.

- 3.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 3.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of environmental services, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to an environmental asset or service.
- 3.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

4 ESTATES SUB-COMMITTEE

PURPOSE

- 4.1 The purpose of the Estates Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, the physical building and infrastructure assets provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 4.2 The Sub-Committee shall consist of seven members drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 4.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 4.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 4.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 4.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 4.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 4.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 4.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 4.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 4.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 4.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 4.13 To consider matters of policy related to the physical building and infrastructure assets provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. The Frank Jordan Centre
 - b. Stone Station Community Centre
 - c. The Town Market
 - d. Car Parking
 - e. Bus Shelters and Street Furniture
 - f. The Provision of Dog and Litter Bins
- 4.14 To scrutinise the operation of the above services.

- 4.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.
- 4.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 4.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of the Council's physical building and infrastructure assets, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to an asset providing services to the public.
- 4.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

5 MANAGEMENT SUB-COMMITTEE

PURPOSE

- 5.1 The purpose of the Management Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, the Council's management, staffing and finance, and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 5.2 The Sub-Committee shall consist of seven members drawn from the membership of the Town Council and having regard to the political make-up of the Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 5.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 5.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 5.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 5.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 5.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 5.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 5.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 5.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 5.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 5.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 5.13 To consider matters of policy related to the Council's management, staffing and finance.
- 5.14 To scrutinise these areas of operation.
- 5.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.
- 5.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 5.17 Whilst the other Council Sub-Committees are responsible for recommending policy related to the provision of Council services to the public, it should be noted that policy issues related to management, staffing and finance fall under the purview of this Sub-Committee, even where they relate to a service or asset under the purview of another Sub-Committee.
- 5.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

6 TOURISM AND TOWN PROMOTION SUB-COMMITTEE

PURPOSE

- 6.1 The purpose of the Tourism & Town Promotion Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, tourism and town promotion services provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 6.2 The Sub-Committee shall consist of seven members drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 6.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 6.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 6.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 6.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 6.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 6.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 6.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 6.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 6.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 6.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 6.13 To consider matters of policy related to tourism and town promotion services provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. Christmas Lights
 - b. Tourism
 - c. Town Promotion
- 6.14 To scrutinise the operation of the above services.
- 6.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations

for improvements or reductions in services as required to meet the needs of the Council.

- 6.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 6.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of tourism and town promotion services, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to a tourism and town promotion service.
- 6.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

7 MAYOR'S CHARITY SUB-COMMITTEE

PURPOSE

- 7.1 The purpose of the Mayor's Charity Sub-Committee is to support the Town Mayor in determining appropriate charities, raising funds and distributing those funds to the chosen charities.

MEMBERSHIP AND APPOINTMENT

- 7.2 The Sub-Committee shall consist of seven members drawn from the membership of the Town Council. The Town Mayor, Deputy Town Mayor, and Town Mayor for the previous year will automatically be members of the Sub-Committee, taking up three of the seven places.
- 7.3 In the event that the previous Town Mayor is no longer a member of the Council they will not be a member of the Sub-Committee, but shall be invited to attend and take part in discussions related to the distribution of funds raised during their term of office. They will not be able to vote.
- 7.4 The balance of the Sub-Committee's members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 7.5 For the period between the appointment of the Mayor Elect in April and the Town Mayor in May, the Mayor Elect will become an eighth member of the Sub-Committee, unless they are already a member.
- 7.6 The Chairman of the General Purposes Committee shall be an ex-officio member of the Sub-Committee.
- 7.7 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 7.8 The Sub-Committee shall be chaired by the Town Mayor. The Deputy Mayor shall be the Vice-Chairman. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman.

QUORUM

- 7.9 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-

Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

- 7.10 No meeting should be held without the Town Mayor present, however it is accepted that there may be times when the Town Mayor will need to declare an interest on an individual agenda item and this is reflected in these quorum arrangements.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 7.11 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 7.12 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 7.13 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 7.14 There shall be a minimum of two meetings per year, to determine the incoming Town Mayor's charities for the year and to determine the distribution of funds raised during the Mayor's term of office. Other meetings will be called at times to be agreed between the Town Mayor and the Town Clerk.

AGENDA AND PROCEEDINGS

- 7.15 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 7.16 The minutes of the Sub-Committee shall be reported to the General Purposes Committee.
- 7.17 The Sub-Committee shall have full delegated authority to undertake the functions listed below, providing that there is no financial or other impact on the Council outside the use of funds already accumulated by the Mayor's Charity Fund.
- 7.18 In this latter case, approval shall be required from the General Purposes Committee.

FUNCTIONS

7.19 To determine:

- a. The charities to be supported by the Town Mayor during their term of office.
- b. The events to be held to raise funds for those charities.
- c. The distribution of funds to the supported charities.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

7.20 The responsibilities of this Sub-Committee are unlikely to overlap with those of other Sub-Committees.

7.21 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

8 NEIGHBOURHOOD PLAN STEERING GROUP

PURPOSE

- 8.1 The purpose of the Neighbourhood Plan Steering Group is to oversee the preparation of the Council's Neighbourhood Plan, and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 8.2 The Steering Group shall consist of up to ten members drawn from the membership of the Town Council and up to five non-Councillor members. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 8.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group.

CHAIRMAN AND VICE CHAIRMAN

- 8.4 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Steering Group, the members of the Steering Group present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 8.5 No business shall be dealt with unless at least five members of the Steering Group are present, at least three of which shall be Councillor members. If there is no quorum, all items for which the Steering Group would be inquorate shall be deferred until the next meeting of the Steering Group.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

- 8.6 Any member of the Council who is not a member of the Steering Group may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 8.7 The requirements of the Council's Code of Conduct will apply to all Councillors and non-Councillor members present at the meeting, whether members of the Steering Group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 8.8 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 8.9 Meetings will normally be held on dates determined by the Steering Group. Where changes are required to these dates, this shall be determined by the Steering Group. If a decision on a meeting date needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 8.10 The agenda, if any, shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 8.11 Decisions of the Steering Group shall have the status of recommendations to the General Purposes Committee.

FUNCTIONS

- 8.12 To oversee the preparation of the Council's Neighbourhood Plan, and to make recommendations to the General Purposes Committee accordingly.
- 8.13 To recommend to the General Purposes Committee the budget required for the ongoing provision of the Neighbourhood Plan.

RELATIONSHIP WITH COUNCIL SUB-COMMITTEES

- 8.14 Whilst the Steering Group is responsible for overseeing the preparation of the Council's Neighbourhood Plan, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to the Neighbourhood Plan.
- 8.15 If a difference of opinion develops between this Steering Group and any Council Sub-Committee, the General Purposes Committee shall determine how the matter will be resolved.

Stone

Town Council



Standing Orders

Related to Council Business

June 2019

Contents

| | | |
|----|---|----|
| 1 | General..... | 3 |
| 2 | Rules of debate at meetings | 3 |
| 3 | Disorderly conduct at meetings..... | 5 |
| 4 | Meetings generally..... | 5 |
| 5 | Committees and sub-committees..... | 8 |
| 6 | Ordinary council meetings | 9 |
| 7 | Extraordinary meetings of the council and committees and sub-committees | 10 |
| 8 | Previous resolutions | 10 |
| 9 | Voting on appointments | 11 |
| 10 | Motions for a meeting that require written notice to be given to the Proper Officer ... | 11 |
| 11 | Motions at a meeting that do not require written notice..... | 12 |
| 12 | Handling confidential or sensitive information..... | 12 |
| 13 | Draft minutes..... | 13 |
| 14 | Code of conduct and dispensations | 13 |
| 15 | Code of conduct complaints..... | 14 |
| 16 | Proper Officer | 15 |
| 17 | Responsible Financial Officer | 16 |
| 18 | Accounts and accounting statements | 16 |
| 19 | Financial controls and procurement | 16 |
| 20 | Staffing matters | 17 |
| 21 | Requests for information | 18 |
| 22 | Relations with the press/media..... | 18 |
| 23 | Execution and sealing of legal deeds | 18 |
| 24 | Restrictions on councillor activities | 18 |

1 GENERAL

- 1.1 These standing orders govern the conduct of the business of the Council and may only be amended or varied by resolution of the Council¹.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
 - a. National Legislation
 - b. The Council's Standing Orders (this document)
 - c. All other documents
- 1.3 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. *(NOTE: Where a standing order incorporates a mandatory statutory requirement, the requirement and the circumstances in which the requirement applies is indicated in brackets following the relevant standing order below. This does not indicate that the application of the standing order is limited only to those circumstances, but just indicates the extent to which the standing order can be suspended by this provision).*
- 1.4 A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 10 below.
- 1.5 The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- 1.6 The decision of the chairman² of a meeting as to the application of standing orders at the meeting shall be final.

2 RULES OF DEBATE AT MEETINGS

- 2.1 Items 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.
- 2.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 2.3 A motion on the agenda that is not moved by its proposer will be treated by the chairman of the meeting as withdrawn.
- 2.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.

¹ All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

² All references to "Chairman" and "Vice-Chairman" shall be considered to refer to the Town Mayor and Deputy Town Mayor in respect of a full Council meeting.

- 2.5 The mover of a motion shall have a right to reply, not exceeding five minutes, at the conclusion of the debate immediately before the motion is put to the vote. No further debate shall take place once this right to reply has been exercised.
- 2.6 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 2.7 If an amendment to the original motion is carried, the amendment becomes the substantive motion upon which further amendment(s) may be moved.
- 2.8 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.
- 2.9 A councillor may make an amendment to their own motion. If a motion has already been seconded, the amendment shall require the consent of the seconder.
- 2.10 Subject to standing order 2.11 below, if there is more than one amendment to an original or substantive motion only one amendment shall be moved and debated at a time, in the order directed by the chairman of the meeting.
- 2.11 In exceptional circumstances, several amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- 2.12 A councillor may not move more than one amendment to an original or substantive motion.
- 2.13 The mover of an amendment has no right of reply at the end of debate on it.
- 2.14 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.
- 2.15 Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- a. to speak on an amendment moved by another councillor;
 - b. to move or speak on another amendment if the motion has been amended since they last spoke;
 - c. to make a point of order;
 - d. to give a personal explanation; or
 - e. in exercise of a right of reply.
- 2.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 2.17 A point of order shall be decided by the chairman of the meeting, whose decision shall be final.
- 2.18 When a motion is under debate, no other motion shall be moved except:

- a. to amend the motion;
- b. to proceed to the next business;
- c. to adjourn the debate;
- d. to put the motion to a vote;
- e. to ask a person to be no longer heard or to leave the meeting;
- f. to refer a motion to a committee or sub-committee for consideration;
- g. to exclude the public and press;
- h. to adjourn the meeting; or
- i. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- 2.19 Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that sufficient information is available to make a sound decision, the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 2.20 Excluding motions moved under standing order 2.18 above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

3 DISORDERLY CONDUCT AT MEETINGS

- 3.1 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.
- 3.2 If these 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 3.3 If a resolution made under standing order 3.2 above 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.

4 MEETINGS GENERALLY

- 4.1 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. *(Mandatory: Council only)*
- 4.2 Public notice of the time and place of meeting shall be given by posting it outside the Council's offices at least three days before the meeting. 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. *(Mandatory: Council. For committees, 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. There are no mandatory requirements for sub-committees)

- 4.3 Meetings of the Council, committees and sub-committees 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.
(Mandatory: Council and Committees)
- 4.4 Subject to standing order 4.3 above and the provisions of the Council's scheme of public participation, members of the public are permitted to:
- a. Make representations or raise issues at any ordinary Council meeting in relation to the work of the Council.
 - b. Raise issues at any ordinary committee or sub-committee meeting related to items of business on the agenda.
 - c. Present petitions at any ordinary Council meeting on issues within the Council's remit.
- 4.5 Subject to standing order 4.4, no more than two members of the public are entitled to speak at any full Council meeting, and shall each shall speak once only, for not more than 10 minutes. Where more than two members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.6 In accordance with standing order 4.4 above, a question asked by a member of the public during a public participation session at a full Council meeting shall not require a response at the meeting nor start a debate on the question.
- 4.7 In accordance with standing order 4.6 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response, to a committee or sub-committee for further consideration or to an employee for a written or oral response.
- 4.8 Subject to standing order 4.4, no more than four members of the public are entitled to speak at any committee or sub-committee meeting, and shall each shall speak once only, for not more than three minutes (five minutes if there are two or less speakers). Where more than four members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.9 No response shall be made to a public submission made under paragraph 4.8 above, nor any debate entered into, as the item will be fully debated when the agenda item itself is considered.
- 4.10 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 4.11 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- 4.12 A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 4.13 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.
- 4.14 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. *(Mandatory: Council and Committees)*
- 4.15 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 their absence be done by, to or before the Vice-Chairman of the Council. *(Mandatory: Council)*
- 4.16 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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. *(Mandatory: Council)*
- 4.17 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. *(Mandatory)*
- 4.18 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 their casting vote whether or not they gave an original vote. *See standing orders 6.8 and 6.9 below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council. (Mandatory)*
- 4.19 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, their own vote will be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.
- 4.20 In addition, any councillor may request that the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.
- 4.21 The minutes of a meeting shall include an accurate record of the following:
- a. the time and place of the meeting;
 - b. the names of councillors present and absent;
 - c. interests that have been declared by councillors and non-councillors with voting rights;
 - d. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - e. if there was a public participation session; and
 - f. the resolutions made.
- 4.22 A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- 4.23 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council, committee or sub-committee are present and in no case shall the quorum of a meeting be less than three.
- 4.24 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 4.25 A meeting shall not exceed a period of 1.5 hours, nor any group of meetings held on the same evening exceed 2.5 hours without a resolution of the meeting to continue beyond this limit.

5 COMMITTEES AND SUB-COMMITTEES

- 5.1 The council may appoint standing committees or other committees and sub-committees as may be necessary, and:
- a. shall determine their terms of reference;
 - b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - c. shall permit a committee and sub-committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - d. shall appoint and determine the terms of office of members of such a committee or sub-committee;
 - e. shall, after it has appointed the members of a committee or sub-committee, appoint the chairman of that committee or sub-committee;
 - f. shall determine if the public may participate at a meeting of a committee;
 - g. 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;
 - h. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - i. may dissolve a committee or sub-committee.
- 5.2 Unless the council determines otherwise, a committee or sub-committee may appoint a working group whose terms of reference and members shall be determined by the appointing committee or sub-committee.
- 5.3 Notwithstanding any appointments made to sub-committees and working parties under standing orders 5.1d and 5.2 above, the Town Mayor and the chairman of the parent committee shall be ex-officio members of all sub-committees and working parties with full voting rights.
- 5.4 The members of a committee, sub-committee or working group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- 5.5 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

6 ORDINARY COUNCIL MEETINGS

- 6.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 6.2 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 may direct.
- 6.3 All meetings of the Council, its committees and sub-committees shall take place at 15 Station Road, Stone, with the first meeting commencing at 7:00pm, unless:
- a. it is specifically agreed otherwise at a previous meeting, or,
 - b. it is anticipated, prior to the dispatch of meeting notice(s), that a meeting will be attended by a Councillor who would be physically unable to access that location, wherein the Town Clerk would be authorised to arrange an alternative, accessible location for the meeting(s).
- 6.4 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 directs.
- 6.5 The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor.
- 6.6 The Town Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.
- 6.7 The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the council.
- 6.8 In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- 6.9 In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Town Mayor has been elected. They may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.
- 6.10 Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the business of the annual meeting may include:
- a. In an election year, delivery by the Town Mayor, Deputy Town Mayor 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 Town Mayor and Deputy Town Mayor of their acceptance of office forms unless the council resolves for this to be done at a later date;
 - b. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - c. Receipt of the minutes of the last meeting of a committee;
 - d. Consideration of the recommendations made by a committee;
 - e. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- f. Review of the terms of reference for committees;
- g. Appointment of members to existing committees;
- h. Appointment of any new committees;
- i. Review and adoption of appropriate standing orders and financial regulations;
- j. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- k. Review of representation on or work with external bodies and arrangements for reporting back;
- l. 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;
- m. Review of inventory of land and assets including buildings and office equipment;
- n. Confirmation of arrangements for insurance cover in respect of all insured risks;
- o. Review of the council's and/or staff subscriptions to other bodies;
- p. Review of the council's complaints procedure;
- q. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- r. Review of the council's policy for dealing with the press/media; and
- s. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7 EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- 7.1 The Town Mayor may convene an extraordinary meeting of the council at any time.
- 7.2 If the Town Mayor does not or refuses to 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 must be signed by the two councillors.
- 7.3 The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- 7.4 If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

8 PREVIOUS RESOLUTIONS

- 8.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in

accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- 8.2 When a motion moved pursuant to standing order 8.1 above has been disposed of, no similar motion may be moved within a further six months.

9 VOTING ON APPOINTMENTS

- 9.1 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.

10 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 10.1 A motion shall relate to the responsibilities of the meeting which it is tabled for 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.
- 10.2 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 ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or Public Holidays.
- 10.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ten clear days before the meeting.
- 10.5 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.
- 10.6 Subject to standing order 10.5 above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.7 Should any urgent business arise between scheduled meetings of the Council or any standing committee or sub-committee, the Proper Officer will call a special meeting to deal with the issue.

- 10.8 Where urgent planning business occurs between ordinary meetings of the Council's Planning Committee, the Proper Officer shall circulate details of the business to Members, asking if a special meeting of the Planning Committee should be arranged to discuss the business. If no requests to arrange a special meeting are received, the Council's support for the proposal shall be conveyed to the Borough Council.
- 10.9 Where any matter is so urgent that it is not possible to call a special meeting with the legally required notice periods, the Council's Proper Officer is authorised to take any decision on behalf of the Council which can legally be delegated by the Council to an officer. Before taking such a decision, the Proper Officer shall take reasonable steps to consult with Council Members, and shall report the decision and the reason for its urgency at the next ordinary meeting of the Council or one of its committees if the decision would normally have been taken there.

11 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 11.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
- a. to correct an inaccuracy in the draft minutes of a meeting;
 - b. to move to a vote;
 - c. to defer consideration of a motion;
 - d. to refer a motion to a particular committee or sub-committee;
 - e. to appoint a person to preside at a meeting;
 - f. to change the order of business on the agenda;
 - g. to proceed to the next business on the agenda;
 - h. to require a written report;
 - i. to appoint a committee or sub-committee and their members;
 - j. to extend the time limits for speaking;
 - k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - l. to not hear further from a councillor or a member of the public;
 - m. to exclude a councillor or member of the public for disorderly conduct;
 - n. to temporarily suspend the meeting;
 - o. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - p. to adjourn the meeting; or
 - q. to close a meeting.

12 HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- 12.1 The agenda, papers that support the agenda, and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 12.2 Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13 DRAFT MINUTES

- 13.1 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.
- 13.2 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 11.1a above.
- 13.3 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.
- 13.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The 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 that view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 13.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 4.22 above.

- 14.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 14.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 14.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not take part in any debate or vote at a meeting when it is considering a matter in which they have a personal interest, though they would be permitted to take part in a public participation item in the same way as any member of the public.
- 14.4 Dispensation requests shall be in writing and submitted to the Proper Officer before the start of the meeting for which the dispensation is required.
- 14.5 A decision as to whether to grant a dispensation shall be made by the meeting of the council, committee or sub-committee for which the dispensation is required and that decision is final.
- 14.6 A dispensation request shall confirm:

- a. the description and the nature of the disclosable pecuniary interest or personal interest to which the request for the dispensation relates;
 - b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - c. the date of the meeting or the period (not exceeding the remaining time to the next Council election) for which the dispensation is sought; and
 - d. an explanation as to why the dispensation is sought.
- 14.7 Subject to standing orders 14.4 and 14.6 above, dispensation requests shall be considered at the beginning of the meeting of the council, committee or a sub-committee for which the dispensation is required.
- 14.8 A dispensation may be granted in accordance with standing order 14.5 above if having regard to all relevant circumstances the following applies:
 - a. 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, or
 - b. granting the dispensation is in the interests of persons living in the council's area, or
 - c. it is otherwise appropriate to grant a dispensation.

15 CODE OF CONDUCT COMPLAINTS

- 15.1 Upon formal written notification from Stafford Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12 above, report this to the council.
- 15.2 Where the notification in standing order 15.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15.4 below.
- 15.3 The council may:
 - a. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 15.4 Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office. *(Mandatory)*

16 PROPER OFFICER

- 16.1 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 or otherwise unable to act.
- 16.2 The Proper Officer shall:
- a. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
 - b. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them); *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
 - c. subject to standing order 10 above, include on the agenda all motions put forward by councillors unless withdrawn by the councillor themselves at least six clear days before the meeting;
 - d. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in the office *(Mandatory);*
 - e. facilitate inspection of the minute book by local government electors;
 - f. receive and retain copies of byelaws made by other local authorities *(Mandatory);*
 - g. retain acceptance of office forms from councillors;
 - h. retain a copy of every councillor's register of interests;
 - i. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - j. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - k. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - l. arrange for legal deeds to be executed; See also standing order 23 below.
 - m. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - n. record every planning application notified to the council and the council's response to the local planning authority;
 - o. manage access to information about the council via the publication scheme; and
 - p. retain custody of the seal of the council (if any) which shall not be used for the sealing of legal deeds without a resolution to that effect. *See also standing order 23 below.*

17 RESPONSIBLE FINANCIAL OFFICER

- 17.1 The Town Clerk shall undertake the role of responsible financial officer, unless there is a council resolution appointing a different officer. The council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 ACCOUNTS AND ACCOUNTING STATEMENTS

- 18.1 “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- 18.2 All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- 18.3 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 the Council’s income and expenditure compared with the approved budget and an explanation of significant variances.
- 18.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the council’s income and expenditure for the year and the full council the accounting statements for the year in the form of the annual return, as required by proper practices, for consideration and approval.
- 18.5 The year-end accounting statements shall be prepared in accordance with proper practices for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19 FINANCIAL CONTROLS AND PROCUREMENT

- 19.1 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:
- a. the keeping of accounting records and systems of internal controls;
 - b. the assessment and management of financial risks faced by the council;
 - c. 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;
 - d. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
 - e. procurement policies (subject to standing orders 19.3 to 19.8 below).
- 19.2 Financial regulations shall be reviewed regularly for fitness of purpose.
- 19.3 The letting of contracts by the Council must be in accordance with the Public Contracts Regulations 2015, or subsequent replacement/supplementary legislation.

- 19.4 Contracts below the value of £25,000 are outside the scope of standing orders, but may be governed by the provisions within the Council's financial regulations.
- 19.5 Contracts above the value prescribed in the Public Contracts Regulations 2015 of £181,302³ or £4,551,413³, which have "detailed and complex" requirements related to the EU Public Contracts Directive will be undertaken in partnership with the Borough or County Council, who will be able to ensure that these complex regulations are adhered to.
- 19.6 Between these two figures, the Council may:
- a. Advertise the contract or otherwise offer it on the open market. In this case the provisions of the 2015 regulations apply, and the contract must also be published on the "Contract Finder" website.
 - b. Offer the contract to a closed list of contractors, whereby the provisions of the 2015 regulations do not apply.
 - c. Offer the contract to its "preferred contractor" identified for that area of work, where the 2015 regulations regarding advertising on the "Contracts Finder" website would also not apply.
- 19.7 Subject to any 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 under standing orders 19.6a and 19.6b above where the value is anticipated to exceed £60,000 shall include, as a minimum, the following steps:
- a. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - b. 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;
 - c. the invitation to tender shall be advertised in a local newspaper and/or other manner that is appropriate (standing order 19.6a only);
 - d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - e. 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;
 - f. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- 19.8 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value, or any, tender.

20 STAFFING MATTERS

- 20.1 The Town Clerk shall act as employer for of the Council's paid employees and voluntary staff.

³ April 2018 values. These figures may vary from time to time.

- 20.2 All written records in respect of staffing matters shall be kept confidential and secure. Only persons with line management responsibilities shall have access to staff records if so justified.
- 20.3 Appointments, dismissals, performance, disciplinary issues and grievances shall be considered in accordance with the Council's Staffing Guidelines.

21 REQUESTS FOR INFORMATION

- 21.1 Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 21.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22 RELATIONS WITH THE PRESS/MEDIA

- 22.1 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 16.2l and 16.2p above.

- 23.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 23.2 Subject to standing order 23.1 above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 24.1 No Councillor shall purport to represent the Council, or make any suggestion that they have the authority to make a binding decision on behalf of the Council, unless previously authorised by a properly minuted resolution.
- 24.2 Unless authorised by a resolution, no councillor shall:
- a. inspect any land and/or premises which the council has a right or duty to inspect; or
 - b. issue orders, instructions or directions.

Stone

Town Council



Financial Regulations

June 2019

Contents

| | | |
|----|---|----|
| 1 | General | 3 |
| 2 | Accounting And Audit (Internal And External) | 5 |
| 3 | Annual Estimates (Budget) and Forward Planning | 6 |
| 4 | Budgetary Control and Authority To Spend | 7 |
| 5 | Banking Arrangements and Payments | 8 |
| 6 | Payment of Salaries | 9 |
| 7 | Loans and Investments | 10 |
| 8 | Income | 10 |
| 9 | Orders for Work, Goods and Services | 11 |
| 10 | Contracts | 11 |
| 11 | Payments Under Contracts for Building or Other Construction Works (Public Works Contracts) .. | 13 |
| 12 | Stores and Equipment | 14 |
| 13 | Assets, Properties and Estates | 14 |
| 14 | Insurance | 14 |
| 15 | Charities | 15 |
| 16 | Risk Management | 15 |
| 17 | Suspension and Revision of Financial Regulations | 15 |

1 GENERAL

- 1.1 These regulations govern the conduct of the financial activities of the Council and may only be amended or varied by resolution of the Council or the General Purposes (GP) Committee¹.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
 - a. National Legislation
 - b. The Council's Standing Orders
 - c. Financial Regulations (this document)
 - d. All other documents
- 1.3 The council 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 the council's functions, including arrangements for the management of risk.
- 1.4 The council's accounting control systems must include measures:
 - a. for the timely production of accounts;
 - b. that provide for the safe and efficient safeguarding of public money;
 - c. to prevent and detect inaccuracy and fraud; and
 - d. identifying the duties of officers.
- 1.5 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk shall be the Council's Responsible Financial Officer (RFO), and as such shall be responsible for the proper administration of the Council's financial affairs. The terms "Town Clerk" and "RFO" are, however, used separately throughout this document to allow for a situation where this may not be the case.

¹ All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

- 1.9 The Town Clerk and/or RFO may delegate items ascribed to them within this document to another employee, but will still remain accountable to the Council for those items.
- 1.10 The RFO;
- a. acts under the policy direction of the council;
 - b. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - c. determines on behalf of the council its accounting records and accounting control systems;
 - d. ensures the accounting control systems are observed;
 - e. maintains the accounting records of the council up to date in accordance with proper practices;
 - f. assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g. produces financial management information as required by the council.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - b. a record of the assets and liabilities of the council; and
 - c. wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - c. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - d. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- e. measures to ensure that risk is properly managed.
- 1.14 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- a. setting the final budget or the precept (council tax requirement);
 - b. approving accounting statements;
 - c. approving an annual governance statement;
 - d. borrowing;
 - e. writing off bad debts;
 - f. declaring eligibility for the General Power of Competence; and
 - g. the consideration of any report from the Council's internal or external auditors,
- shall be a matter for the full council only.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.16 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.3 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.5 The internal auditor shall:
- a. be competent and independent of the financial operations of the council;
 - b. report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - c. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - d. have no involvement in the financial decision making, management or control of the council.
- 2.6 Internal or external auditors may not under any circumstances:
- a. perform any operational duties for the council;
 - b. initiate or approve accounting transactions; or
 - c. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.8 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all councillors any report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The Council’s budget shall be prepared on an “Income and Expenditure” basis.
- 3.2 The GP Committee shall consider a report of the RFO setting out the prospects for the following three years’ capital and revenue budgets no later than January each year. Each Sub-Committee shall be asked to formulate its proposed budget for the next three years based on policy guidelines determined by the GP Committee, and to submit these proposals to the Committee for further consideration.
- 3.3 After considering the Sub-Committees’ proposals, the GP Committee shall determine a balanced and affordable budget to be recommended to the Council for the following three financial years.

- 3.4 The Council shall review the GP Committee's recommendations not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year and determine indicative precepts for the following two years.
- 3.5 The annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 The Town Clerk is authorised to seek tenders/quotations, place orders and make payments in accordance with the approved annual budget, the Council's policies, and these Financial Regulations. Where the annual budget identifies specific items for which no expenditure should be incurred without the express approval of the Council, the Clerk should refer proposed spending for approval before that spending is incurred. In all other cases, the Clerk is authorised to proceed without specific approval.
- 4.2 The RFO shall regularly provide the Council with a budget monitoring statement comparing actual expenditure against that planned for each approved budget head.
- 4.3 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. Where there is no available budget, the Clerk shall, wherever possible, discuss the issue with the Chairman of the General Purposes Committee or, in their absence, the Vice Chairman or Town Mayor before incurring the expenditure. Where no or insufficient budget provision existed, the Town Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4 In general, unspent provisions in the revenue budget shall not be carried forward to a subsequent year. Where a budget has been agreed by the Council as a "rollover budget", then unspent amounts may be rolled-over into the subsequent financial year by making use of a rollover reserve. This provision may also be used on a one-off basis for specific items, subject to agreement of the Council.
- 4.5 All expenditure and income of the Council shall be included within its revenue account unless a specific Council resolution has determined that it shall be treated as capital. Once such as resolution has been passed, no expenditure shall be incurred in relation to any such capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained, to meet the full projected costs of the project.
- 4.6 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7 Changes in earmarked reserves, other than the rollover reserve, shall require approval by council.
- 4.8 Notwithstanding the provisions above, all expenditure and income related to the Town Mayor's charity will, in the interests of transparency, be accounted for by the use of a specified reserve account for each Town Mayor.

5 BANKING ARRANGEMENTS AND PAYMENTS

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed.
- 5.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received or carried out in accordance with the needs of the Council.
- 5.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall settle invoices promptly.
- 5.4 All cash received must be banked intact.
- 5.5 No petty cash account shall be maintained.
- 5.6 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, pension contributions or other reasons, should be made from the Council's bank account.
- 5.7 A schedule showing payments from the Council's bank accounts shall be prepared by the RFO and presented:
 - a. To the Council on a quarterly basis in respect of payments over £250, and,
 - b. To the General Purposes Committee within each budget monitoring statement for payments of all values.
- 5.8 For the purposes of the schedules referred to in paragraph 5.7 above:
 - a. Staff salary and related payments should not be included, but total figures for a period should be made available to any Member on request. Details of payments to individual employees will only be made available in accordance with paragraph 6.4 below.
 - b. Payments in respect of the Mayor's Charity Fund will not be included, but should be made available to any Member on request.
- 5.9 The Council acknowledges that the commitment to make a payment occurs at the time an order is placed or similar arrangement made, not at the time a payment itself is made. It does not, therefore, consider that excessive controls on payments which may hamper the efficient operation of the Council need to be applied, providing that adequate controls over ordering and reporting are in place in accordance with these regulations.
- 5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, internet banking, BACS or CHAPS, provided that:
 - a. All cheques shall be signed by two individuals included within the bank mandate, at least one of which shall be a Member of the Council and not more than one shall be an officer.
 - b. Transfers between Council bank accounts may be authorised by the RFO.

- c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time.
 - d. Electronic payments and direct debits, including payments via internet banking, can be made by a single authorised officer, but the supporting paperwork should also be signed by a second officer. All such payments should be included within a monthly report to the General Purposes Committee which lists “non-cheque” payments since the last report, subject to the exceptions set out in paragraph 5.8 above.
- 5.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. Officers authorising payments will be required to follow these same arrangements in respect of pecuniary or other interests.

6 PAYMENT OF SALARIES

- 6.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 6.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 6.3 Once an employee’s salary and conditions has been determined by the Council or an authorised Appointments Panel and a contract of employment has been signed, no changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the Council, except where required for the payment of overtime, absence cover, incremental progression or similar matters.
- 6.4 Payments to individual employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a. by any councillor who can demonstrate a need to know;
 - b. by the internal auditor;
 - c. by the external auditor; or
 - d. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 6.5 Any termination payments beyond those required by law shall require the approval of the Council.

7 LOANS AND INVESTMENTS

- 7.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 7.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the council in the first instance, though the renewal and extension of existing leases may be authorised by the Town Clerk providing that there is provision within the Council's budget and that he/she is satisfied that the arrangement represents value for money for the Council.
- 7.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 7.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 7.5 All investments of money under the control of the council shall be in the name of the council.
- 7.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 7.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 above.

8 INCOME

- 8.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied by the Council shall be considered annually by the council as part of the budget process, and notified to the RFO who shall be responsible for the collection of all accounts due to the council.
- 8.3 The council will undertake a full review of all fees and charges periodically, following a report of the Clerk.
- 8.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 8.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- 8.6 A record shall be maintained by the RFO of the amounts making up the total of each paying-in slip.
- 8.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 8.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 8.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 8.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 15 below).

9 ORDERS FOR WORK, GOODS AND SERVICES

- 9.1 An official order number shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Details of orders shall be retained.
- 9.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- 9.3 A Member may not specify the use of a particular supplier, issue an official order or make any contract (verbal or written) on behalf of the council.
- 9.4 The RFO shall satisfy themselves as to the lawful nature of any proposed purchase before the issue of an order.

10 CONTRACTS

- 10.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to the following items:
 - a. for the supply of gas, electricity, water, sewerage and telephone services;
 - b. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- c. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - d. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - e. for additional audit work of the external auditor;
 - f. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price: and
 - g. In circumstances where continuity of supplier is considered by the RFO to offer greater benefits to the Council than retendering.
- 10.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- 10.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive (which may change from time to time)³.
- 10.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 10.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 10.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- 10.7 Any invitation to tender issued under this regulation shall be subject to the requirements of Standing Orders related to procurement⁴ and shall refer to the terms of the Bribery Act 2010.
- 10.8 Where the Clerk has determined that there is a benefit to the Council to let a contract in association with one or more other partners, or to make use of another authority's facilities such as the County Council's e-tendering system, the requirements of these regulations shall be replaced by the requirements of the regulations of the lead body for the letting of the contract.
- 10.9 When it is to enter into a contract of less than £25,000 but in excess of £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 10.1 above the Clerk or RFO shall, where possible, obtain 3 quotations. Below this figure, the Clerk or RFO shall seek to obtain the best overall value for money for the Council after taking into account cost, quality of service and availability, and shall strive to obtain one or more estimates for the work/service to be performed.
- 10.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 10.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.
- 11.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk on behalf of the Council and notified to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision as a result.

⁴ Standing Order 19 based on the version effective from June 2018 which was current at the time of preparing this document. This reference may change in subsequent versions of standing orders.

12 STORES AND EQUIPMENT

- 12.1 Where the Council operates a system of stock control, or holds a supply of equipment for the use of a number of people, the Town Clerk shall be responsible for the arrangements for the care and custody of these stores and equipment.
- 12.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 12.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13 ASSETS, PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 INSURANCE

- 14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

- 14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 14.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15 CHARITIES

- 15.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The council may, by resolution, suspend any part of these Financial Regulations provided that the advice of the RFO regarding the risks and implications has been considered prior to the suspension. Details of the suspension must be recorded in the minutes, and must include a record of the advice of the RFO if the council has chosen not to follow it.

* * *

Les Trigg

From: Peter Tomlin <Peter.Tomlin@hs2.org.uk>
Sent: 08 May 2019 10:00
To:
Subject: RE: Phase 2a Extraordinary meeting of highways sub group

Dear all

Further to my e-mail of the 30 April, copied below, I understand that due to recently held elections parishes will need to hold meetings following recent elections which will delay submitting questions or issue which they wish to raise at the annual wider meeting of the HS2 Phase 2a Highways Sub Group.

I have consulted the Department of Transport and the highway authorities along the alignment of Phase 2a and suggest that, where necessary, we can accept questions or issues by the end of 30 May but would be grateful for earlier submission. This would give us enough time to order any remaining questions and queries, discuss with the highway authorities as appropriate and prepare for the meeting on the 6th June.

Peter Tomlin | Head of Transport Management | HS2 Ltd

Tel: 020 7944 8820 | Mob: 0781 321 9061 | peter.tomlin@hs2.org.uk | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

High Speed Two (HS2) Limited, 1 Eversholt Street, London, NW1 2DN. | www.gov.uk/hs2

From: Peter Tomlin
Sent: 30 April 2019 11:58
To: ;

Subject: Phase 2a Extraordinary meeting of highways sub group

Dear All

You will recall that at the end of January I e-mailed the Parish and District Councils along the line of route of Phase 2a of the proposed High Speed Two Railway regarding the planned arrangement for holding an annual meeting related to traffic, transport and highway matters.

Following consultation with the relevant highway authorities, I can confirm that the arrangements for the 1st meeting have been agreed and are as follows:

The meeting will be held on Thursday 6th June between 10:30am and 12:30pm. The meeting location will be the North Staffordshire Conference Centre, North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, ST4 7NY. The conference centre is walkable from Stoke on Trent railway station.

As noted in our previous correspondence, we now extend an invitation for each Parish or District to set out questions or issues which they wish to raise at the annual meeting about the design and construction of Phase 2a of HS2 related to traffic, transport or highway matters. These should be questions about our approach to these topics, rather than a specific question about a specific location.

We would be grateful if you can send your questions or issues to myself prior to mid-day on the 17th May. We will agree the agenda with the Phase 2a highway authorities at a meeting of the Highways Sub-group which will be held a few days later.

We would also be grateful if you can confirm that your Parish or District Council will be represented – we will need to limit attendance to one representative per Parish or District Council.

We look forward to receiving your questions and issues and trust that the annual meeting will provide a useful exchange of information.

Peter Tomlin | Head of Transport Management | HS2 Ltd

Tel: 020 7944 8820 | Mob: 0781 321 9061 | peter.tomlin@hs2.org.uk | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

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From: Gerald D'Arcy
Sent: 16 January 2019 12:07
To: Town Clerk <clerk@stonetowncouncil.gov.uk>
Subject: Stafford Borough Safer Neighbourhood Panel

Dear Sir/Madam,

I am writing to you as clerk to Stone Town Council because of the Council's central position in the community of Stone.

I am a member of the Stafford Borough Safer Neighbourhood Panel (SNP). This is a scrutiny body set up by the Staffordshire Commissioner responsible for policing. The idea is that members of the community have the opportunity to meet with and discuss with their local police commander all matters relating to policing in their area. That area in our case is Stafford Borough. Our local panel is well established and is working well but we have no representative of the community in Stone. As this is the second largest urban area in the Borough, we feel that this is a serious lack and I turn to The Council to ask whether its members might help us to change this through their contacts in the town.

Information from the Commissioner's office states that, ideally, panel members should be representative of a community or residents' group of some sort. This could be the Town Council itself or a church or similar group. I, or other members of our panel, would be willing to talk to a group in the town and to answer questions about the SNP if this would help to create interest in this idea.

Official applications to become a panel member are handled by the Commissioner's office but this is our panel's local initiative to promote interest in this idea in Stone town.

Below is a link to the Staffordshire Commissioner's website page for Neighbourhood Panels and I attach a recruitment flyer which might also be useful.

Please come back to me in the first instance if I can be of any further help.

Gerald D'Arcy

Safer Neighbourhood Panel member, Stafford Borough

Make a difference
Volunteer



Staffordshire Safer Neighbourhood Panels

- Are you passionate about your local community?
- Would you like to know more about local policing in your area?
- Can you spare a few hours a month?

If so..

Come and join our Safer Neighbourhood Panel and help the Staffordshire Commissioner make Staffordshire Police the most open and transparent force in the country.



www.staffordshire-pfcc.gov.uk/volunteer/neighbourhood-panel

We are looking for members in your area

Please contact **01785 232246** or email:
governance@staffordshire-pfcc.pnn.gov.uk

MERCHANT NAVY FUND SUPPORTING PARTNERS



MERCHANT NAVY WELFARE BOARD



The Chair
Stone Town Council
15 Station Road
Stone
Staffordshire
ST15 8JR

347



March 2019

Dear Chair

Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September

This is a formal invitation from Seafarers UK for your council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

If your council has been involved in previous years you will know what we ask you to do - and how easy it is to participate:

1. Please arrange to fly a Red Ensign - the British Merchant Navy's official flag - on a civic building and/or flagpole in a public place, on Merchant Navy Day, that falls on 3 September
2. If you can, please organise a flag-hoisting ceremony for local dignitaries, VIPs, Merchant Navy veterans, Sea Cadets, media guests, etc.
3. Promote your support for this important annual campaign via social media and local PR.

When you let us know what you have planned, Seafarers UK will include your council on a prestigious 'Roll of Honour' at www.merchantnavyday.uk Note: if your council was listed last year and the contact details have not changed *it is not necessary to register again*.

Our new guide to taking part is enclosed with this letter, together with a promotional poster that I hope you will wish to copy and display with details of your local activity inserted.

If you have any queries please contact me.

Yours sincerely

Nick Harvey
Campaigns Manager

Email: nick.harvey@seafarers.uk

Phone: 020 7932 5969

P.S. Please accept my apologies if you have supported our campaign in previous years and are wondering why you have received this letter. To be able to contact *all* UK councils we have to rent a mailing list (compiled from information that is in the public domain) from an external supplier and I regret it has not been possible to extract our previous or existing contacts, or to remove duplicates.

The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors), a registered charity in England and Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191. Registered office: 8 Hatherley Street, LONDON. SW1P 2QT. Tel: 020 7932 0000

Email: mnfund@seafarers.uk www.merchantnavyfund.org



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

MESSAGE

from HRH The Earl of Wessex KG, GCVO, CD, ADC(P)



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BAGSHOT PARK

On this Merchant Navy Day, I very much hope you will support this campaign by Seafarers UK to remember the sacrifices, salute the courage and support the future of the often unsung personnel of our Merchant Navy. Too often they are the forgotten or invisible service, by raising the Red Ensign you will ensure that at least on this day they are remembered. Your act will mean so much to their families and to the retired, but most especially to those at sea.

HRH The Earl of Wessex KG, GCVO



FOREWORD

by Admiral The Right Honourable The Lord West of Spithead GCB, DSC, PC

While many people know that the 3rd of September 1939 marked the outbreak of the Second World War, few are aware that it also marks the first major British maritime casualty, the merchant vessel SS Athenia, torpedoed just a few hours after hostilities were declared, with the loss of 128 passengers and crew. Although many hundreds of merchant ships and thousands of seafarers would meet the same fate in the years to come, 3rd September is now enshrined as 'Merchant Navy Day' to honour the brave men and women who kept our island nation afloat during both World Wars, and even during peacetime faced – and continue to face – the more routine perils of violent storms and mountainous seas.



The Red Ensign, or 'Red Duster' as it is affectionately known, has been the recognised flag of the British Merchant Navy since 1854. It has become inextricably linked with the world-wide trade links that made the United Kingdom's fortune in the intervening years and, while there are now fewer ships on the home register, many thousands of British seafarers still work on the oceans of the world, underpinning the vast majority of the international commerce that keeps our economy buoyant. By volume, 95% of our trade comes by sea; without it, we would surely become an insignificant island off the coast of Europe.

But the majority of today's large ports are high security operations, often miles from population centres. Many young people know little of ships and seafarers, and fail to appreciate their absolutely vital contribution to our way of life. In recent years, campaigns such as 'Seafarers Awareness Week' have tried to highlight this huge impact, and I strongly believe that a visual demonstration of the debt we all owe to merchant seafarers, past and present, should become an annual feature of our national calendar.

I am asking every Local Authority in the nation to fly the Red Ensign on the 3rd of September. Many of our great ports such as Liverpool already do, but we want to carry this message into the heartlands of the nation, just as surely as that essential food, fuel and clothing are carried to our shops. I hope the raising of this flag will be an occasion of pride in every community; I want to see local veterans and Sea Cadets involved, and I would implore civic leaders to be present, adding their own messages of support.

So, celebrate both a glorious seafaring past and a vital part of our economic future as you 'Fly the Red Duster' on Merchant Navy Day!



West of Spithead



THE MERCHANT NAVY & FISHING FLEET LOSSES IN THE FIRST WORLD WAR

by John Sail, National Chairman, Merchant Navy Association

The mercantile marine, as it was termed in those times, played a significant and often critical role throughout the First World War, much the same as it would two decades later. In both World Wars, Merchant Navy seafarers and fishermen fought the enemy, the weather and the seas to keep the nation and the Armed Services supplied and able to defend themselves. Their way of life and conditions of service were austere, with seafarers often not returning home for over two years, some having been sunk, survived and transferred to other ships to maintain those lines of support.

During the First World War, attacks on merchant and fishing vessels began quite slowly but increased significantly as the enemy sought to blockade Great Britain. In 1914 and 1915 a total of 342 merchant vessels were lost to enemy action with 2,471 men, women and boys losing their lives. During 1916 there were 396 ships lost and 1,217 seamen killed. In the following year the losses were so severe that the ships being built could not match the number of ships being lost in action, with six ships a day being sunk in some weeks.

The loss of life was increasing significantly. It was so severe that if the rate of losses of ships and men had continued, the war would have been lost. No food, no fuel, no wood, no arms and ammunition - especially some of the 91 million shells that were eventually produced and transferred by sea. The losses had to be decreased and this was achieved by the introduction of the Convoy System in 1917.

The total recorded losses for the First World War were 2,479 ships and 14,287 seamen, plus 675 vessels of the Fishing Fleet and 434 seamen. There were many more seafarers who died ashore and were not commemorated. They actually had to die at sea to be commemorated. Merchant Navy seafarers were also off pay when their ships were sunk!

The Merchant Navy Association (MNA) has been seeking more recognition for seafaring veterans since 1989. MNA branches around the UK support the 'Fly the Red Ensign for Merchant Navy Day' campaign by organising their own flag-hoisting events or attending ceremonies organised by local councils. The Dumfries Branch, chaired by Arthur Murphy, is one of the most active, arranging for a Red Ensign to be flown on numerous public buildings throughout the Dumfries and Galloway Region and even a local hotel!



MERCHANT NAVY DAY

by Nick Harvey, Campaigns Manager, Seafarers UK

Merchant Navy Day, 3rd September, provides a perfect opportunity to show your support for the seafarers on which the UK depends by proudly flying the Red Ensign as publicly as you can, and for all to see.

Since the start of this century, 3rd September has been the UK's designated Merchant Navy Day. The UK's prosperity has of course been dependent on the Merchant Navy since the beginning of international trade. But only during the two World Wars did the British public realise that without merchant ships and brave seafarers, the UK would soon be starved of food and other essential supplies.

In recent years our island nation's dependence on the Merchant Navy has actually increased. 95% of our imports are carried by ship, including almost half the food we eat. Without regular fuel imports our power stations would soon shut down. And with more sea ports and harbours and a longer coastline than any other European country, we depend on the Merchant Navy to ship more than 75% of our exports.

That's why Seafarers UK believes the debt we owe Merchant Navy seafarers should be publically recognised on 3rd September by flying the Red Ensign on civic, historic and landmark buildings, maritime museums, business headquarters, churches, clubhouses, etc - and also on prominent free-standing flagpoles, e.g. outside town halls, on village greens, at playing fields.

Every council, company, organisation and individual taking part will be added to a Merchant Navy Day 'Roll of Honour' on our website and promoted via our social media channels. We also expect national and local media to publicise our campaign, which attracts widespread and welcome support every year.

We have made it easy for everyone to get involved - please see page seven of this guide. Note: If you joined in last year you should already be included on the 'Roll of Honour' at www.merchantnavyday.uk. If not, please register online at that website.

If you are participating for the first time this year please note that Seafarers UK does not supply Red Ensigns. We have a preferred supplier - Hampshire Flag Company - whose contact details are on page seven. You should contact them direct to discuss your requirements.

It would be greatly appreciated if you are able to organise a cash collection or make a donation to the Merchant Navy Fund - please see page six overleaf.

The Lord Mountevans, Alderman
Jeffrey Evans, Lord Mayor,
City of London, 2016



SEAFARERS UK

Seafarers UK is a charity that helps people in the maritime community by providing vital funding to support seafarers in need and their families. Seafarers UK does this by giving money to organisations and projects that make a real difference to people's lives, across the Merchant Navy, Fishing Fleets, Royal Navy and Royal Marines. In 2018 Seafarers UK gave 73 grants totalling £2.5 million to maritime charities and organisations.

As an 'island nation' we depend on seafarers to defend our shores, trade with other countries and import essential fuel and food. The job of a seafarer is therefore vital, but also demanding and hazardous, with a much greater chance of injury than many other professions. A large number of those serving will be facing problems of very different kinds; long periods of separation from friends and family, shifts on duty, fatigue, and working heavy machinery whilst being exposed to harsh weather.

Such dangers and difficulties can lead to disability, depression, debt, relationship breakdown, homelessness or even death. Funding from Seafarers UK enables seafarers to access advice and information, adapt to life on shore, re-train and find new employment.

Because Seafarers UK works closely with all of the organisations that support seafarers and their dependants, the charity can target donations where they will make the biggest difference. Seafarers UK receives no government funding and relies on donations and fundraising to be able to carry on providing long-term aid. Without this, there simply wouldn't be the level of support Seafarers UK is able to provide today and that last year gave hope and help to over 100,000 seafarers and their families when they needed it most.

MERCHANT NAVY FUND

The Merchant Navy Fund is a collaborative initiative by Seafarers UK and the Merchant Navy Welfare Board. Both organisations recognise that many people with a Merchant Navy background, connection or empathy want to see their donations, 'in memory' gifts and legacies used specifically in support of British Merchant Navy seafarers and their families.

In 2018 Merchant Navy Fund grants exceeded £180,000, improving quality of life for those who have served or are currently serving at sea. The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors) and donations large or small are always appreciated. For further information please visit the website at www.merchantnavyfund.org

Merchant Navy Day provides an opportunity if you wish to raise funds for the Merchant Navy Fund, that exists to support British Merchant Navy seafarers in need and their families. If you are able to assist the charity in this way and require collecting tins, etc, please email mnfund@seafarers.uk or phone Carole Hunt on 020 7932 5986.



HOW TO TAKE PART

1. Participation in this campaign is open to all, including individuals with their own flagpoles.
 2. Please arrange for a Red Ensign to be flown on Tuesday 3rd September 2019. Note that the Red Ensign may be freely flown ashore anywhere in the UK at any time of the year. For example, it is permissible for it be hoisted on or before Merchant Navy Day and/or left flying permanently.
 3. Organise a flag-hoisting ceremony, involving local dignitaries and VIPs, Merchant Navy veterans, Sea Cadets, etc. This does not have to be on Merchant Navy Day. For example, you may prefer to schedule your event for the preceding Friday or weekend?
- Please feel free to read out the message from HRH The Earl of Wessex, President of Seafarers UK, on page two of this guide.
4. Promote your event using local media and social media channels.
 5. Arrange for photographs to be taken on the day. Please note that if the Red Ensign is being held for a photograph (e.g. prior to hoisting on a flagpole) it should be shown with the solid red to the right hand side.
 6. Confirm your involvement by providing information to Seafarers UK, either online at www.merchantnavyday.uk or by completing a registration form that is available on request from Carole Hunt, phone 020 7932 5986, email mnfund@seafarers.uk.
 7. Your participation (excluding personal details) will be promoted on a 'Roll of Honour' on the Merchant Navy Day website. Note: If you are already on the 'Roll of Honour' you do not need to register again, unless your contact details have changed.
 8. Order a Red Ensign! These are available from many flag suppliers, including online sources. You may wish to consult the Flag Institute (www.flaginstitute.org) which provides advice on flag-flying protocol.

For this year's 'Fly the Red Ensign for Merchant Navy Day' campaign our preferred supplier is Hampshire Flag Company, Unit 11, Pipers Wood Industrial Park, Waterberry Drive, Waterlooville, PO7 7XU. Phone 023 9223 7130. Email info@hampshireflag.co.uk. Website: www.hampshireflag.co.uk/seafarers-special.htm

9. On the day of your flag-hoisting and/or ceremony use social media including Twitter (#MerchantNavyDay) to publicise your activity and be part of the national campaign.
10. Send a copyright-free photograph (high-resolution JPG please) to Seafarers UK - see back cover for contact details.



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

ACKNOWLEDGEMENTS



National Association of Local Councils



Local Government Association



London Councils



Scottish Community Councils



Flags & Heraldry Committee “As Chairman of the Flags & Heraldry Committee it gives me great pleasure to support Fly the Red Ensign for Merchant Navy Day, 3rd September, to celebrate the ships, men and women that make up our Merchant Fleet and I would like to encourage all to take part in this important annual initiative.” *Andrew Rosindell MP*



NACO The National Association of Civic Officers supports Fly the Red Ensign for Merchant Navy Day.



Merchant Navy Association

Since 1989 the Merchant Navy Association has been seeking more recognition and respect for our seafaring veterans, life at sea and our maritime history. At that time many seafarers felt that after nearly 50 years since the end of WWII little was understood of the Merchant Navy and the suffering and sacrifice of thousands of wartime merchant seafarers.

Seafarers UK also extends thanks to members of independent Merchant Navy veterans' groups, Royal British Legion branches and the Royal Fleet Auxiliary Association who get involved in this campaign to raise public awareness and, of course, those organisations and individuals who fly the Red Ensign every day of the year!

Contact

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Phone: 020 7932 5969 Mobile: 07910 593588

Post: Seafarers UK, 8 Hatherley Street, LONDON, SW1P 2QT.

Seafarers UK (King George's Fund for Sailors) is a Registered Charity in England & Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191.



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Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

| Date | Reference | Supplier | Description | Amount | Month |
|------------|--------------|--|--|------------|--------|
| 01/03/2019 | D/Dbt 18/024 | Prism Solutions | Analogue line FJC | £46.69 | Mar-19 |
| 06/03/2019 | D/Dbt 18/024 | Pitney Bowes | Postage - Franking Mach | £200.00 | Mar-19 |
| 07/03/2019 | Elec 18/024 | NO 5 Collection | Advice re planning appl | £500.00 | Mar-19 |
| 08/03/2019 | Elec 18/024 | Current Electrical & Property Services | Setting up marquees | £490.00 | Mar-19 |
| 11/03/2019 | D/Dbt 18/024 | EE | Caretaker's mobile - STN | £26.95 | Mar-19 |
| 11/03/2019 | Elec 18/024 | Cress Security | Annual maint & mon of alarm | £352.00 | Mar-19 |
| 11/03/2019 | D/Dbt 18/024 | EE | Caretaker's mobile - FJC | £26.95 | Mar-19 |
| 13/03/2019 | Elec 18/024 | Hammond Hygiene Solutions Ltd | Cleaning products - STN | £87.79 | Mar-19 |
| 18/03/2019 | ER 073/18 | Miscellaneous | Compensation for taking cheque out twice | -£40.00 | Mar-19 |
| 20/03/2019 | Elec 18/024 | Adobe Systems Software | Adobe software | £343.68 | Mar-19 |
| 20/03/2019 | Elec 18/024 | Miscellaneous | Catering for Pig Race | £291.50 | Mar-19 |
| 21/03/2019 | D/Dbt 18/024 | British Gas | Gas-Feb 19-STN | £298.09 | Mar-19 |
| 21/03/2019 | D/Dbt 18/024 | British Gas | Gas-Dec-Feb incl FJC | £1,347.94 | Mar-19 |
| 22/03/2019 | Elec 18/024 | Community Link | Local bus costs | £120.00 | Mar-19 |
| 22/03/2019 | Elec 18/024 | Miscellaneous | Advert - Ann Pub Mtg | £59.85 | Mar-19 |
| 22/03/2019 | D/Dbt 18/024 | British Gas | Elec-Feb 19-STN | £74.75 | Mar-19 |
| 25/03/2019 | D/Dbt 18/024 | Prism Solutions | ICT Provision | £521.34 | Mar-19 |
| 25/03/2019 | D/Dbt 18/024 | The Arch Rent Collectors | Rent of STN 23.03.19-23.06.19 | £1,087.50 | Mar-19 |
| 28/03/2019 | Elec 18/027 | MEB Total Ltd | New boiler @ FJC | £10,285.95 | Mar-19 |
| 29/03/2019 | D/Dbt 18/024 | NatWest | Bank charges | £47.19 | Mar-19 |