



WALTHAM ABBEY TOWN COUNCIL



TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page
Town Clerk

E-MAIL: townclerk@walthamabbey-tc.gov.uk
TEL: 01992 714949

YOUR REF:

OUR REF: NP/MG

Dear Member,

A meeting of the **Policy & Resources Committee** will be held on **Wednesday 3rd April 2024 at 7.00pm.** at the Town Hall.

Yours sincerely,
Town Clerk

Miss Natalie Page

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images, and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to townclerk@walthamabbey-tc.gov.uk
5. **GDPR:** There is no update at this point.
6. **EFDC/ECC Update:** To receive a verbal update from Cllr S Kane.



7. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated, 03/01/24, 15/01/24 ,21/02/24, 06/03/24 and 20/03/24 (Enc.1)
8. **Status List:** To note the Status list. (Enc.2)
9. **Budget Monitoring Report:** To receive the RFO's report. (Enc.3)
10. **Direct Debits, Standing Orders and Transfers dated between 01/02/2024 and 29/02/2024** (Enc.4)
11. **Imprest Account Payments dated between 01/02/2024 and 29/02/2024** (Enc.5)
12. **Current Bank Reconciliation Statements dated 29/02/2024.** (Enc.6)
13. **Standing Orders:** To review the Town Clerks Report. (Enc.7)
14. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on.
15. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
16. **Budget Monitoring Detail Accounts:** Detailed Accounts break down. (Enc.8)
17. **Staffing Report:** To receive the RFO's report. TBC

TO: Cllr A Watts - Chairman
Cllr J Parsons – Deputy Chairman
Cllr J Lea
Cllr J Lucas
Cllr S Yerrell
Cllr H Kane
Cllr M Markham
Cllr A Crowley
Cllr S J Heather
Cllr E A Webster
Cllr B Tomlinson

Cllr S Kane

Date: 27/03/2024

Invoices Due for Payment by 2 February 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
BEMOR BUILDING CONTRACTORS LTD [BEMORB]								
07/12/2023	17249	15754	15754/Trousers, socks, gloves		06/01/2024	129.56		129.56
Total of Invoices Due (BEMORB)						129.56	0.00	129.56
British Gas [BGAS-TI502]								
29/12/2023	814499882	15755	15755/Ac603426304 27Nov-26Dec		26/01/2024	88.00		88.00
Total of Invoices Due (BGAS-TI502)						88.00	0.00	88.00
DCK Accounting Solutions Ltd [DCKBEA]								
31/12/2023	TPC11091	15781	15781/Contract accounts Dec23		31/12/2023	1,252.32		1,252.32
Telephone : 01793 739110						Total of Invoices Due (DCKBEA)		
						1,252.32	0.00	1,252.32
Andy Iles Electrics Ltd [ILES]								
28/12/2023	INV-1173	15756	15756/Electrical works		25/01/2024	498.00		498.00
Telephone : 01438 355133						Total of Invoices Due (ILES)		
						498.00	0.00	498.00
The Society of Local Council Clerks [SOCLOC]								
02/01/2024	QL204683-1	15757	15757/CILCA Fee -NP		30/01/2024	450.00		450.00
03/01/2024	BK213965-1	15779	15779/Cemetery Safety 19Jan		31/01/2024	36.00		36.00
Telephone : 01823 253646						Total of Invoices Due (SOCLOC)		
						486.00	0.00	486.00
Truck Care UK Ltd [TRUCKCARE]								
13/12/2023	1010063	15758	15758/MOT & servicing AE57FZF		10/01/2024	1,027.68		1,027.68
Telephone : 01992 715517						Total of Invoices Due (TRUCKCARE)		
						1,027.68	0.00	1,027.68
Videcom Security Ltd [VIDCOM]								
29/12/2023	ON ACC 15753		Purchase Ledger Payment		29/12/2023	393.12		393.12
Telephone : 017792 714604						Total of Invoices Due (VIDCOM)		
						393.12	0.00	393.12
Society of London Theatre [WETM]								
13/12/2023	OP/0081941	15759	15759/Theatrae tokens Nov2023		10/01/2024	18.80		18.80
Telephone : 0870 164 8800						Total of Invoices Due (WETM)		
						18.80	0.00	18.80
Total of Invoices Due (Bought Ledger 1)						3,893.48	0.00	3,893.48
TOTAL OF INVOICES DUE (ALL LEDGERS)						3,893.48	0.00	3,893.48

Invoices Due for Payment by 16 February 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due				
Abbey Filling Station [ABFILL]												
31/12/2023	31	15786	15786/Vehicle fuel Dec23		28/01/2024	250.15		250.15				
						Total of Invoices Due (ABFILL)	250.15	0.00	250.15			
Chapple & Jenkins [CHAPPLE]												
11/01/2024	30203295	15789	15789/Chapple & Jenkins		08/02/2024	205.60		205.60				
Telephone : 01179 721100									Total of Invoices Due (CHAPPLE)	205.60	0.00	205.60
HSBC Invoice Finance (UK) Ltd [FROOM]												
10/01/2024	58998	15790	15790/Waste disposal		10/01/2024	432.00		0.00				
						Total of Invoices Due (FROOM)	432.00	0.00	432.00			
Jiggins & Sons [JIGGINS]												
04/01/2024	2690	15791	15791/Replace render		01/02/2024	660.00		660.00				
Telephone : 01992 621975									Total of Invoices Due (JIGGINS)	660.00	0.00	660.00
Pitchworks Ltd [PITCHW]												
09/01/2024	INV-26661	15792	15792/Portagoal net supports		06/02/2024	264.00		264.00				
Telephone : 0161 427 0857									Total of Invoices Due (PITCHW)	264.00	0.00	264.00
Site-Equip Ltd [SITEEQUIP]												
03/01/2024	SC306108	15793	15793/Toilet hire 3-30Jan24		31/01/2024	129.60		129.60				
Telephone : 01256 384134									Total of Invoices Due (SITEEQUIP)	129.60	0.00	129.60
The Society of Local Council Clerks [SOCLOC]												
15/01/2024	MEM247800-1	15798	15798/SLCC Subs 20204-NP		12/02/2024	357.00		357.00				
Telephone : 01823 253646									Total of Invoices Due (SOCLOC)	357.00	0.00	357.00
Warmhouse Services Ltd [WARMHOUSE]												
11/01/2024	47080	15794	15794/Repair leaking toilets		08/02/2024	168.00		168.00				
Telephone : 01992 762245									Total of Invoices Due (WARMHOUSE)	168.00	0.00	168.00
						Total of Invoices Due (Bought Ledger 1)	2,466.35	0.00	2,466.35			
						TOTAL OF INVOICES DUE (ALL LEDGERS)	2,466.35	0.00	2,466.35			

Invoices Due for Payment by 22 March 2024

For Bought Ledger 1

Pay by Electronic Paymer

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Altodigital Networks Limited [ALTODIGIT]									
15/02/2024	ALT152256	15871	15871/IT Support Feb2024		14/03/2024	1,084.32		1,084	
Telephone : 01384 286032									
						Total of Invoices Due (ALTODIGIT)	1,084.32	0.00	1,084
BZ Commercial Finance DAC re Banner Grp [BANNER]									
12/02/2024	AF96684	15872	15872/Stationery		11/03/2024	18.12		18.	
Telephone : 08435 383311									
						Total of Invoices Due (BANNER)	18.12	0.00	18.
Chapple & Jenkins [CHAPPLE]									
07/02/2024	30210791	15873	15873/Chapple & Jenkins		06/03/2024	434.73		434.	
Telephone : 01179 721100									
						Total of Invoices Due (CHAPPLE)	434.73	0.00	434.
DCK Accounting Solutions Ltd [DCKBEA]									
18/01/2024	TPC11115	15867	15867/Contract accounts Jan24		18/01/2024	1,252.32		1,252.3	
Telephone : 01793 739110									
						Total of Invoices Due (DCKBEA)	1,252.32	0.00	1,252.3
D & G Noble Ltd [DGNOBLE]									
31/01/2024	70356	15868	15868/KY23HDA Repairs		28/02/2024	900.00		900.0	
Telephone : 01234 765555									
						Total of Invoices Due (DGNOBLE)	900.00	0.00	900.0
E F D C [EFDC]									
14/02/2024	M0001401833	15874	15874/Car Park Permits x5		15/03/2024	275.00		275.00	
Telephone : 01992 564000									
						Total of Invoices Due (EFDC)	275.00	0.00	275.00
Encore Technologies Limited [ENCORE]									
09/01/2024	ON ACC 15799		Purchase Ledger Payment		09/01/2024	-300.00		0.00	
15/01/2024	INV-18764	15797	15797/Cover Band 17Feb2024		12/02/2024	1,000.00		700.00	
						Total of Invoices Due (ENCORE)	700.00	0.00	700.00
Essex Pension Fund [ESCOFP] †									
21/02/2024	ECC-FEB24	15875	15875/ECC Superann Feb2024		20/03/2024	12,049.81		12,049.81	
						Total of Invoices Due (ESCOFP)	12,049.81	0.00	12,049.81
FARM TYRE SERVICES [FARMTY]									
07/02/2024	FT0000057825	15876	15876/Puncture repair YJ07POH		08/03/2024	24.00		24.00	
Telephone : 020 8529 0971									
						Total of Invoices Due (FARMTY)	24.00	0.00	24.00
Fly By Travel Holidays Ltd [FLYBY]									
21/02/2024	WHITBY-MAR24	15886	15886/Whitby 1Mar24		20/03/2024	416.00		416.00	

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Invoices Due for Payment by 22 March 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (FLYBY)						416.00	0.00	416.00
TBS Hygiene LTD [HYGIENE]								
19/02/2024	5032	15877	15877/Dog waste collection Feb		18/03/2024	230.40		230.40
Total of Invoices Due (HYGIENE)						230.40	0.00	230.40
HM Revenue & Customs 120/W21563 [INLANR]								
21/02/2024	HMRC-FEB24	15878	15878/HMRC PAYE/NI Feb2024		20/03/2024	11,749.89		11,749.89
Total of Invoices Due (INLANR)						11,749.89	0.00	11,749.89
IPB Motors Limited [IPB]								
19/02/2024	65122	15879	15879/MOT YJ07POH		18/03/2024	59.55		59.55
Telephone : 0208 524 9064						Total of Invoices Due (IPB)		
						59.55	0.00	59.55
Jiggins & Sons [JIGGINS]								
16/01/2024	2695	15869	15869/Roof repairs		13/02/2024	720.00		720.00
Telephone : 01992 621975						Total of Invoices Due (JIGGINS)		
						720.00	0.00	720.00
R Baker [LEERIK]								
21/02/2024	10084	15887	15887/Tea Cup Ride repairs		06/03/2024	255.00		255.00
Telephone : 07968 728821.						Total of Invoices Due (LEERIK)		
						255.00	0.00	255.00
Vanitorials Ltd [VANITORIAL]								
07/02/2024	INV780265	15880	15880/Yellow refuse sacks		06/03/2024	81.60		81.60
Telephone : 01268 752224						Total of Invoices Due (VANITORIAL)		
						81.60	0.00	81.60
Total of Invoices Due (Bought Ledger 1)						30,250.74	0.00	30,250.74
TOTAL OF INVOICES DUE (ALL LEDGERS)						30,250.74	0.00	30,250.74

+ £250 DD RETURN

£30,500.74

06/03/2024

WALTHAM ABBEY TOWN COUNCIL

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Invoices Due for Payment by 5 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Abbey Filling Station [ABFILL]									
29/02/2024	56	15912	15912/Vehicle fuel Feb2024		28/03/2024	467.47		467.	
						Total of Invoices Due (ABFILL)	467.47	0.00	467.
Aquacool Limited [AQUACOOOL]									
23/02/2024	ON ACC 15919		Purchase Ledger Payment		23/02/2024	100.73		100.	
Telephone : 08006 345678						Total of Invoices Due (AQUACOOOL)	100.73	0.00	100.
BEMOR BUILDING CONTRACTORS LTD [BEMORB]									
05/02/2024	17268	15888	15888/Watering cans		06/03/2024	181.27		181.2	
						Total of Invoices Due (BEMORB)	181.27	0.00	181.2
British Gas [BGAS-TI502]									
28/02/2024	811307181	15889	15889/Ac603426304 27Jan-26Feb		27/03/2024	303.29		303.2	
						Total of Invoices Due (BGAS-TI502)	303.29	0.00	303.2
Robert Sharman [BSP]									
22/02/2024	ON ACC 15918		Purchase Ledger Payment		22/02/2024	48.00		48.0	
Telephone : 07956 122092						Total of Invoices Due (BSP)	48.00	0.00	48.0
Chapple & Jenkins [CHAPPLE]									
20/02/2024	30214132	15890	15890/Chapple & Jenkins		19/03/2024	852.59		852.5	
Telephone : 01179 721100						Total of Invoices Due (CHAPPLE)	852.59	0.00	852.5
DCK Accounting Solutions Ltd [DCKBEA]									
23/02/2024	TPC11158	15891	15891/Contract accounts Feb24		23/02/2024	1,252.32		1,252.3	
Telephone : 01793 739110						Total of Invoices Due (DCKBEA)	1,252.32	0.00	1,252.3
Ernest Doe & Sons Ltd [ERNESTDOE]									
15/02/2024	186232	15913	15913/Filler-breather cap		14/03/2024	132.16		132.16	
Telephone : 01245 380311						Total of Invoices Due (ERNESTDOE)	132.16	0.00	132.16
Essex Pension Fund [ESCOFP]									
29/02/2024	3020723754	15911	15911/ECC Financial Strain		28/03/2024	42,497.23		42,497.23	
						Total of Invoices Due (ESCOFP)	42,497.23	0.00	42,497.23
Fly By Travel Holidays Ltd [FLYBY]									
05/03/2024	20MAR24	15914	15914/London Postal Museum		02/04/2024	321.60		321.60	

13/3/24
M.D.L.

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Invoices Due for Payment by 5 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (FLYBY)						321.60	0.00	321.60
Ford End Farm Ltd [FORDEND]								
25/02/2024	0019	15893	15893/Keyrings, Candle Gift Set		24/03/2024	48.00		48.00
Total of Invoices Due (FORDEND)						48.00	0.00	48.00
HSBC Invoice Finance (UK) Ltd [FROOM]								
26/02/2024	41028	15894	15894/Waste disposal Feb2024		26/02/2024	444.00		444.00
Total of Invoices Due (FROOM)						444.00	0.00	444.00
Hopedima Engineering Ltd [HOPEDIMA]								
26/02/2024	SI-3883	15895	15895/Tractor servicing		25/03/2024	640.00		640.00
Telephone : 01277 374627						Total of Invoices Due (HOPEDIMA)		
						640.00	0.00	640.00
Jiggins & Sons [JIGGINS]								
29/02/2024	2700	15896	15896/Fence repairs		28/03/2024	1,584.00		1,584.00
Telephone : 01992 621975						Total of Invoices Due (JIGGINS)		
						1,584.00	0.00	1,584.00
John Price Photography Ltd [JPP]								
27/02/2024	749/24	15897	15897/Postcards		26/03/2024	97.99		97.99
Telephone : 07710 783271						Total of Invoices Due (JPP)		
						97.99	0.00	97.99
L & J Hall Digging Services Ltd [LESHAL]								
27/02/2024	1216	15898	15898/Grave digging Jan2024		28/03/2024	960.00		960.00
Telephone : 01277 899808						Total of Invoices Due (LESHAL)		
						960.00	0.00	960.00
MEMSAFE LIMITED [MEMSAFE]								
24/01/2024	4001	15899	15899/Memorial safety testing		21/02/2024	1,990.50		1,990.50
Telephone : 01495 212232						Total of Invoices Due (MEMSAFE)		
						1,990.50	0.00	1,990.50
Nazeing Garden Machinery [NGM]								
05/03/2024	3281	15915	15915/Machinery maintenance		02/04/2024	247.48		247.48
Telephone : 01992 676580						Total of Invoices Due (NGM)		
						247.48	0.00	247.48
On Time Shred Limited [ONTIME]								
21/02/2024	INV-16945	15900	15900/Confidential waste disp		20/03/2024	66.00		66.00
Telephone : 03303 331234						Total of Invoices Due (ONTIME)		
						66.00	0.00	66.00
Site-Equip Ltd [SITEEQUIP]								

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Invoices Due for Payment by 5 April 2024

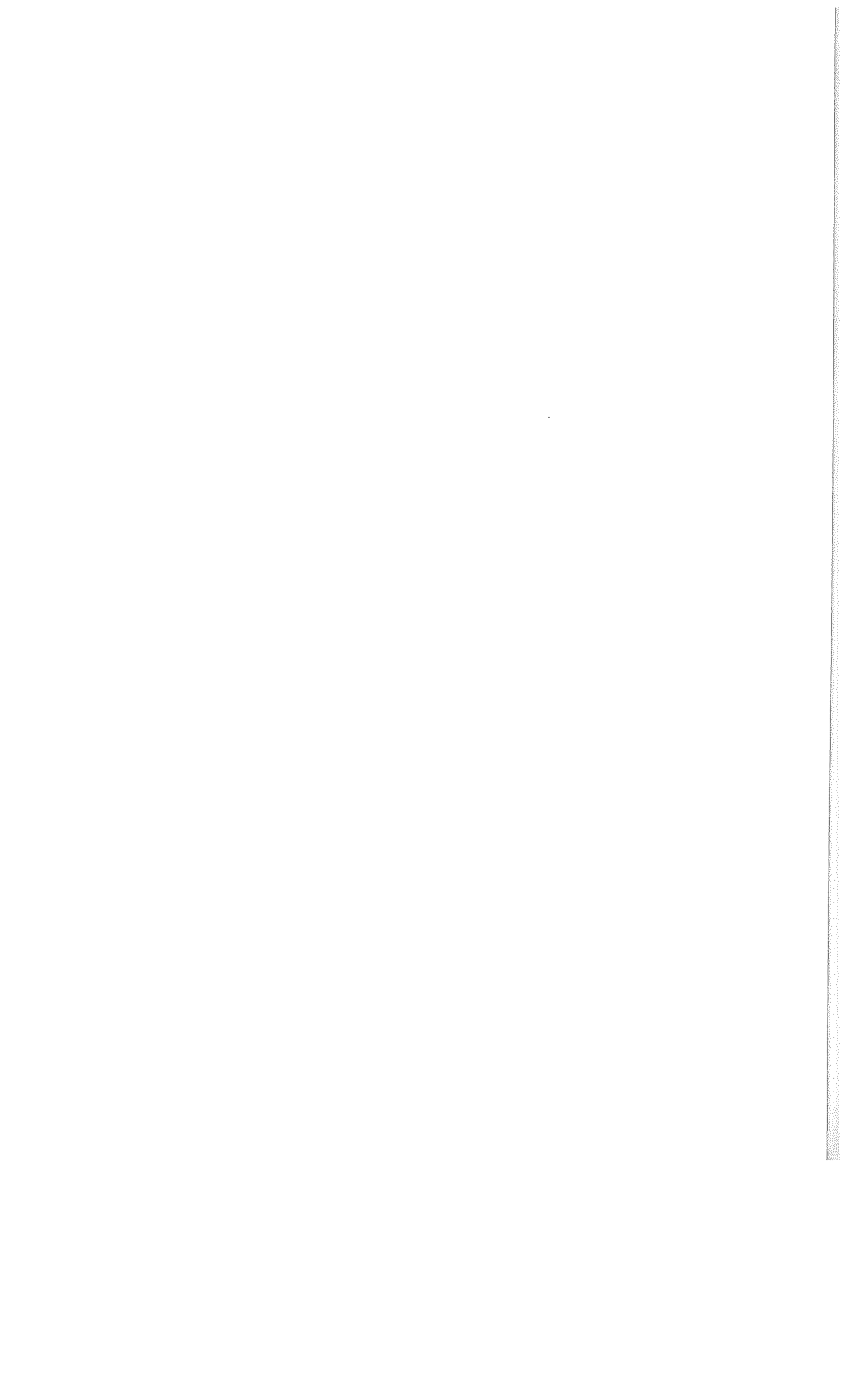
For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
28/02/2024	SC310107	15901	15901/Toilet hire 28Feb-March		27/03/2024	129.60		129.	
Telephone : 01256 384134						Total of Invoices Due (SITEEQUIP)	129.60	0.00	129.
Welwyn Garden Alarms Ltd [WGA]									
18/01/2024	INV-0719	15902	15902/Alarm call out charge		15/02/2024	132.00		132.	
Telephone : 01707 266306						Total of Invoices Due (WGA)	132.00	0.00	132.
						Total of Invoices Due (Bought Ledger 1)	52,496.23	0.00	52,496.23
						TOTAL OF INVOICES DUE (ALL LEDGERS)	52,496.23	0.00	52,496.23

J. 6250.00R
 J. 6250.00R
 £52996.23

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 B. J. [unclear]



Invoices Due for Payment by 26 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
The Anglia Comedy Co LLP [ANGLIACOM]									
26/02/2024	WA-002	15922	15922/Comedy Night 24Feb24		25/03/2024	3,920.00		3,920.	
						Total of Invoices Due (ANGLIACOM)	3,920.00	0.00	3,920.
Mr W A Baboolall [BACK2BACK]									
25/03/2024	0123032024	15926	15926/DJ 80's Party 23Mar		22/04/2024	400.00		400.	
						Total of Invoices Due (BACK2BACK)	400.00	0.00	400.
BZ Commercial Finance DAC re Banner Grp [BANNER]									
13/03/2024	AH01873	15927	15927/Stationery		10/04/2024	46.44		34.	
14/03/2024	AH02752	15928	15928/Stationery		11/04/2024	-12.31		0.0	
15/03/2024	AH09562	15929	15929/Stationery		12/04/2024	10.76		10.7	
Telephone : 08435 383311						Total of Invoices Due (BANNER)	44.89	0.00	44.8
Broadmead Leisure Ltd [BROADMEAD]									
17/03/2024	2677	15930	15930/Playground inspections		14/04/2024	144.00		144.0	
Telephone : 07974 465351						Total of Invoices Due (BROADMEAD)	144.00	0.00	144.0
Chapple & Jenkins [CHAPPLE]									
14/03/2024	30221406	15931	15931/Chapple & Jenkins		11/04/2024	1,508.98		1,508.9	
Telephone : 01179 721100						Total of Invoices Due (CHAPPLE)	1,508.98	0.00	1,508.9
E F D C [EFDC]									
18/03/2024	M0001407039	15932	15932/Sinking Fund 2023/24		17/04/2024	13,985.50		13,985.5	
Telephone : 01992 564000						Total of Invoices Due (EFDC)	13,985.50	0.00	13,985.5
Essex Pension Fund [ESCOFP]									
15/03/2024	ECC-MAR24	15933	15933/ECC Superann March 2024		12/04/2024	12,274.52		12,274.5	
						Total of Invoices Due (ESCOFP)	12,274.52	0.00	12,274.5
FLEET (LINE MARKERS) LTD [FLEET]									
06/03/2024	SI237149	15934	15934/Kombi parts		03/04/2024	174.29		174.2	
Telephone : 01684 573535						Total of Invoices Due (FLEET)	174.29	0.00	174.2
Fly By Travel Holidays Ltd [FLYBY]									
20/03/2024	20MAR23	15935	15935/Flyby-Post Museum 20Mar		17/04/2024	54.40		54.40	
20/03/2024	18MAY23	15936	15936/Flyby -ABBA 18May24		17/04/2024	504.00		504.00	
						Total of Invoices Due (FLYBY)	558.40	0.00	558.40

Invoices Due for Payment by 26 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
HSBC Invoice Finance (UK) Ltd [FROOM]								
11/03/2024	41082	15937	15937/Waste disposal		11/03/2024	432.00		432.
Total of Invoices Due (FROOM)						432.00	0.00	432.
HM Revenue & Customs 120/W21563 [INLANR]								
15/03/2024	HMRC-MAR24	15938	15938/HMRC PAYE/NI March 2024		12/04/2024	12,133.32		12,133.
Total of Invoices Due (INLANR)						12,133.32	0.00	12,133.
Liftec Express Ltd [LIFTEC]								
06/03/2024	24004586/U1	15939	15939/Lift maintenance		03/04/2024	211.10		211.1
Telephone : 01162 011200						Total of Invoices Due (LIFTEC)		
						211.10	0.00	211.1
nPower [NP-507]								
07/03/2024	IN09856424	15940	15940/A0009234880 2023-24		04/04/2024	29.82		29.8
Telephone : 08001 382322						Total of Invoices Due (NP-507)		
						29.82	0.00	29.8
R E Gore Building Services Ltd [REGORE]								
11/03/2024	SS304578	15941	15941/Resurface Cemetery Road		08/04/2024	22,715.88		22,715.8
11/03/2024	SS304579	15942	15942/Cemetery road extra work		08/04/2024	1,440.00		1,440.0
Telephone : 03333 201010						Total of Invoices Due (REGORE)		
						24,155.88	0.00	24,155.8
Vanitorials Ltd [VANITORIAL]								
19/03/2024	INV784247	15943	15943/Cleaning supplies		16/04/2024	383.43		383.4
Telephone : 01268 752224						Total of Invoices Due (VANITORIAL)		
						383.43	0.00	383.4
Warmhouse Services Ltd [WARMHOUSE]								
13/03/2024	47326	15944	15944/Plumbing maintenance		10/04/2024	684.00		684.00
Telephone : 01992 762245						Total of Invoices Due (WARMHOUSE)		
						684.00	0.00	684.00
Total of Invoices Due (Bought Ledger 1)						71,040.13	0.00	71,040.1
TOTAL OF INVOICES DUE (ALL LEDGERS)						71,040.13	0.00	71,040.1

+ £ 56.20 } REFUNDS
 £ 21.68 }
 £ 71 116.01

STATUS LIST

Committee: Policy & Resources

Date: 3 April 2024

Task/Project	Date Agreed	Work Schedule & Responsible Officer(s)	Budget Details £	Within Budget Yes/No	On Time	Comments including revised schedule (if necessary)
Allotments	P & R 7 Dec 2016	To determine other sites that may be suitable for the Council to acquire for allotment land. NP/KC	N/A	N/A		No further Update
Town Mead Depot	P & R 6 th Feb 2019	To work with EDFC on a fair agreement. JL/EFDC	N/A	N/A		No further update.
Tennis Club	P & R 9 Jun 2021	To determine the appropriate course of action for the Tennis Club. NP	N/A	N/A		Tender process is now live. This is on our website and with the LTA promoting it. An invitation to tender and full specification for potential operators to bid to manage the courts is available. The deadline is 1 May 2024. TC to review and prepare for members to make a decision.
Property Update	P&R 1 st Sept 2021	Regular updates on property repairs and maintenance.	N/A	N/A		Maintenance of the Town Hall building is underway. Electrical works phase 1 has been completed. Phase 2 to commence in April.
Town Mead Parking	P&R 2022	To provide updates on the Town Mead Parking NP	N/A	N/A		Investigations are ongoing Awaiting an update from EFDC.
Padel	P&R Nov 22	To provide updates on Padel. NP	N/A	N/A		RFO is looking into due diligence and will revert back on an update.
Policies Update	P&R Nov 22	To ensure an effective programme is in place to review policies.	N/A	N/A		To receive TC report.

		NP				Standing Orders Review and to see changes.
Rochford Pavilion	P&R Nov 22	To ensure an appropriate lease is in place and resolve any land issues. NP	N/A	N/A		Awaiting Legal advice re the new tenant. The building has suffered issues with a burst pipe. RFO investigating.
Tourist Information office	P&R	To provide updates on the TIC relocation. NP	N/A	N/A		Started 12 February 2024. Progressing well.
Town Mead Pavilion		To provide updates on Town Mead Pavilion plan.	N/A	N/A		No further update. Awaiting an update from EFDC.
Cemetery		Health & Safety project in the cemetery is underway to meet legislation requirements. Resurface Memorial safety Clearing to meet regulations				Resurface is complete. The area surrounding the resurface area - Memorial safety checks have completed in the old cemetery side. Make safe repairs are being completed in April.



WALTHAM ABBEY TOWN COUNCIL

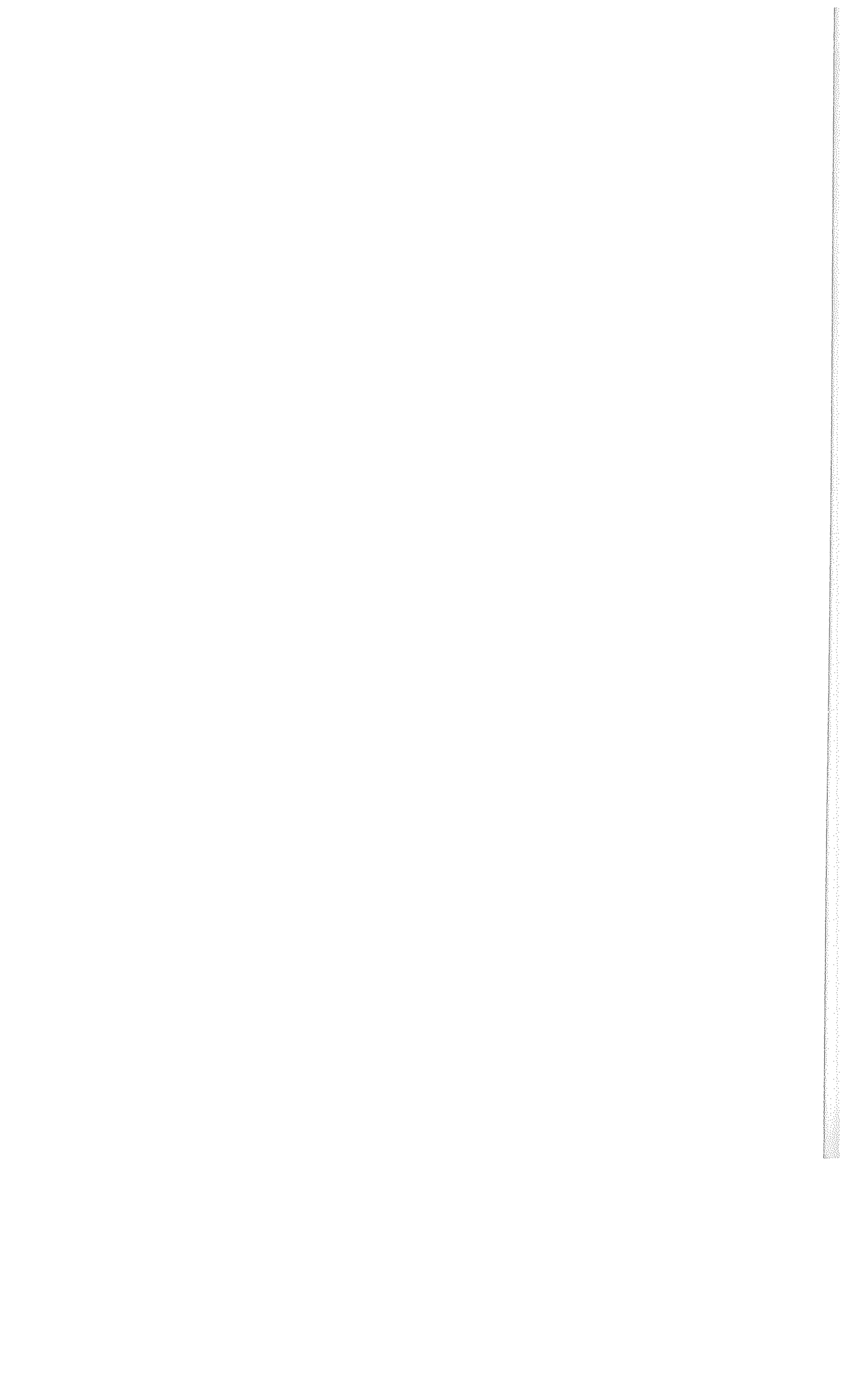
COMMITTEE NAME	Policy and Resources
DATE OF MEETING	3 rd April 2024
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	jodie.law@walthamabbey-tc.gov.uk
SUBJECT	Budget Monitoring Report
RECOMMENDATION	That the report be noted.
BACKGROUND	To inform the Committee on how the actual spend/income compares with the phased budget to date. In month 11 lines should be at 91% of budget, whilst income sitting over this is considered beneficial, expenditure over this point is an area for concern.
INFORMATION	This report refers to income and expenditure to 29 th February 2024
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Income at 102%, Expenditure at 111%, areas of concern previously reported to council.
102 Markets	Income at 58%, Expenditure at 46%
104 Allotments & Footpaths	Income at -14%, Expenditure at 90%
105 Other Open Spaces	Expenditure at 120%, areas of concern previously reported to council.
106 Public Conveniences	Expenditure at 24%
107 Gilwell Community Centre	Income at 93%, Expenditure at 62%
302 Ninefields Recreation	Income at 91%, Expenditure at 89%
303 Larsens Recreation	Income at 90%, Expenditure at 141%, areas of concern previously reported to council.
305 Town Mead Recreation	Income at 88%, Expenditure at 122%, areas of concern previously reported to council.
306 3g Pitch	Income at 68%, Expenditure at 47%
307 Town Mead Club	Income at 99%, Expenditure at 3%
308 Town Show	Income at 105%, Expenditure at 85%
502 Tourist Information Centre	Income at 35%, Expenditure at 83%,
504 Town Hall Lettings	Income at 78%, Expenditure at 89%
505 Town Hall Bar	Income at 69%, Expenditure at 73%
507 Discretionary Spend	No Budget, Expenditure at 88%

512 Democratic Representation	Expenditure at 79%
601 Depot, Plant and Equipment	Expenditure at 64%
602 Establishment	Income at 101%, Expenditure at 101%, Unplanned expenditure of over £60,000 is now accounted for and paid.
FINANCIAL IMPLICATIONS	The predicted revenue deficit is £40,042. With unplanned, necessary expenditure of over £60,000 this is a positive position on the planned budget with 1 month remaining.
ENCLOSURES	Revenue Budget Monitoring Report 29 th February 2024. Cost Centre Report 29 th February 2024 (Not public document)
DATA PROTECTION	None
COMMUNITY IMPACT	The Town Council has a responsibility to ensure that quality services are maintained and/or improved and that the Council is providing a cost-effective service that is fit for purpose. It is important for residents to feel confident that the Council will continue to challenge its own performance to ensure that the Council provides excellent value for money.
CARBON NEUTRAL	None
HEALTH & SAFETY	None
CRIME & DISORDER ACT 1997	None
POWER TO ACT	Not Applicable

REVENUE BUDGET MONITORING REPORT TO 29th February 2024

REVENUE BUDGET MONITORING REPORT TO 29th February 2024

COST CENTRE INFORMATION		ACTUAL INCOME TO DATE		ACTUAL EXP TO DATE		ACTUAL NET TO DATE		BUDGET INCOME TO DATE		BUDGET EXP TO DATE		BUDGET NET TO DATE		CURRENT VARIANCE		MAIN DIFFERENCES	
DESCRIPTION	CODE																
<u>Environment</u>																	
Cemetery	101	93,386	128,199	-34,813	88,088	105,683	-17,595								-17,218		No new issues
Markets	102	8,490	23,793	-17,303	13,475	51,413	-37,938								20,635		No new issues
Allotments & footpaths	104	-1,006	6,290	-7,296	3,700	6,413	-2,713								-4,583		No new issues
Other open spaces	105	0	57,427	-57,427	0	43,846	-43,846								-13,581		No new issues
Public conveniences	106	0	2,846	-2,846	0	11,042	-11,042								8,196		No issues
Gillwell Comm Centre	107	20,445	7,540	12,905	20,163	11,044	9,119								3,786		No new issues
Environment Totals				-106,780			-104,015								-2,765		
<u>Recreation</u>																	
Ninefields Rec	302	913	3,859	-2,946	913	3,993	-3,080								134		No issues
Larsers Rec	303	14,885	36,428	-21,543	15,256	23,738	-8,482								-13,061		No new issues
Town Mead Rec	305	39,032	87,648	-48,616	38,124	66,125	-28,001								-20,615		No new issues
3g Pitch	306	31,504	18,533	12,971	42,163	37,976	4,187								8,784		No new issues
Town Mead Club	307	49,375	384	48,891	45,000	10,618	34,382								14,609		No issues
Town Show	308	2,630	6,057	-3,427	2,500	7,129	-4,628								1,202		No issues
Recreation Totals				-14,570			-5,523								-8,947		
<u>Policy & Resources</u>																	
Tourist Information Ce	502	3,017	45,391	-42,374	7,821	51,752	-43,931								1,557		No new issues
Town Hall Lettings	504	39,909	29,523	10,386	46,750	29,777	16,373								-6,587		No new issues
Town Hall Bar	505	35,191	63,756	-28,565	46,750	76,321	-29,571								1,006		No new issues
Discretionary Spend	507	1,890	40,355	-38,465	0	43,850	-43,850								5,385		No issues
Democratic Represent	512	0	5,645	-5,645	0	6,501	-6,501								856		No issues
Depot; Plant & Equipm	601	0	72,529	-72,529	0	80,755	-80,755								8,225		No issues
Establishment	602	1,004,744	555,571	439,173	989,485	511,539	477,946								-38,773		Includes unplanned spend as previously reported
Policy & Resources Totals				261,981			290,311								-28,330		
Revenue Budget Totals				140,631			180,573								-40,042		

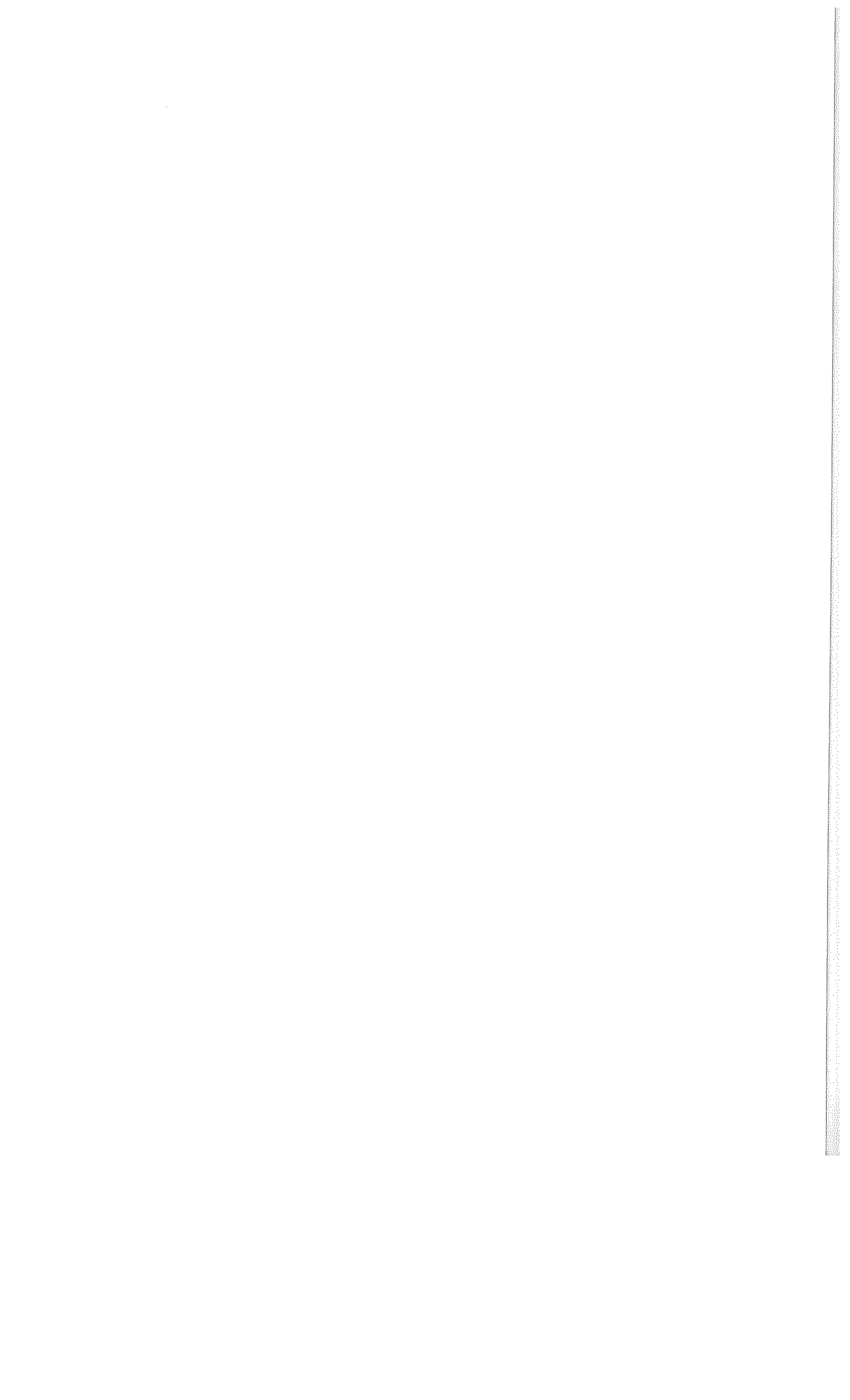


WALTHAM ABBEY TOWN COUNCIL
CURRENT BANK A/C
List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/02/2024	IMPREST A/C	Transfer	£838.00	HSBC Current Account
01/02/2024	Hastoe - Gilwell Comm Centre	Std Ord	£1,660.00	Hastoe-Gilwell Comm Cntr Rent
01/02/2024	Hiscox Insurance	Std Ord	£2,882.06	Hiscox - HU PIB 8187937
01/02/2024	Xerox Finance	Std Ord	£1,646.41	Xerox Printer
07/02/2024	Income Reconciliation Cashbook	DD/2055	£250.00	Worldpay 0202 S/L Refund
07/02/2024	British Gas A/c 603493604	DD1	£63.90	15854/Ac603493604 29Dec-23Jan
09/02/2024	British Gas	DD2	£19.93	15852/Ac603426291 7-31Dec23
10/02/2024	Epping Forest DC	Std Ord	£1,747.00	EFDC Rates-700021923
10/02/2024	Epping Forest DC	Std Ord	£85.00	EFDC Rates - 700022948
10/02/2024	Epping Forest DC	Std Ord	£173.00	EFDC Rates - 700170298
12/02/2024	HSBC COMMERCIAL CARD	DD	£244.11	HSBC Commercial Card
12/02/2024	HSBC Charges Dec2023	DR	£63.60	HSBC Charges Dec2023
15/02/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
15/02/2024	G4S Cash Solutions (UK) Ltd	DD3	£65.66	15884/Cash collection svc Nov
16/02/2024	Salaries February 2024	DD	£33,560.42	Salaries February 2024
16/02/2024	SAGE (UK)LTD	DD4	£307.20	15864/Sage Payroll Feb2024
16/02/2024	Castle Water A/c 2220843	DD5	£15.31	15882/Water2220843 Jan2024
16/02/2024	Pitney Bowes Ltd	DD6	£0.59	15863/Underpaid postage
20/02/2024	Epping Forest DC	Std Ord	£397.00	EFDC Rates - 700023471
20/02/2024	Epping Forest DC	Std Ord	£19.00	EFDC Rates - 700069118
20/02/2024	W/pay 291672111 - 17761042	DD	£107.37	W/pay 291672111 - 17761042
20/02/2024	S/line 291701265 - 62634103	DD	£40.22	S/line 291701265 - 62634103
20/02/2024	Total Gas & Power Ltd	DD7	£580.64	15855/Ac3005907586 31Dec-31Jan
20/02/2024	Total Gas & Power Ltd	DD8	£22.13	15856/Ac3005907575 31Dec-31Jan
21/02/2024	Worldpay Charges Jan2024	DD	£11.94	Worldpay Charges Jan2024
26/02/2024	IMPREST A/C	Transfer	£8.00	HSBC Current Account
26/02/2024	HSBC Charges to 4Feb2024	DR	£14.41	HSBC Charges to 4Feb2024
26/02/2024	Castle Water TW6795481119	DD9	£466.76	15892/Water2420589 Apr24-Mar25
26/02/2024	Biffa Waste Services Ltd	DD10	£392.74	15840/Waste disposal Jan2024
26/02/2024	British Gas	DD11	£229.58	15881/Ac603493603 6-31Jan
28/02/2024	Castle Water A/c TW1055140036	DD12	£5.00	Purchase Ledger Payment

Total Payments £46,353.52

Enclosure Number

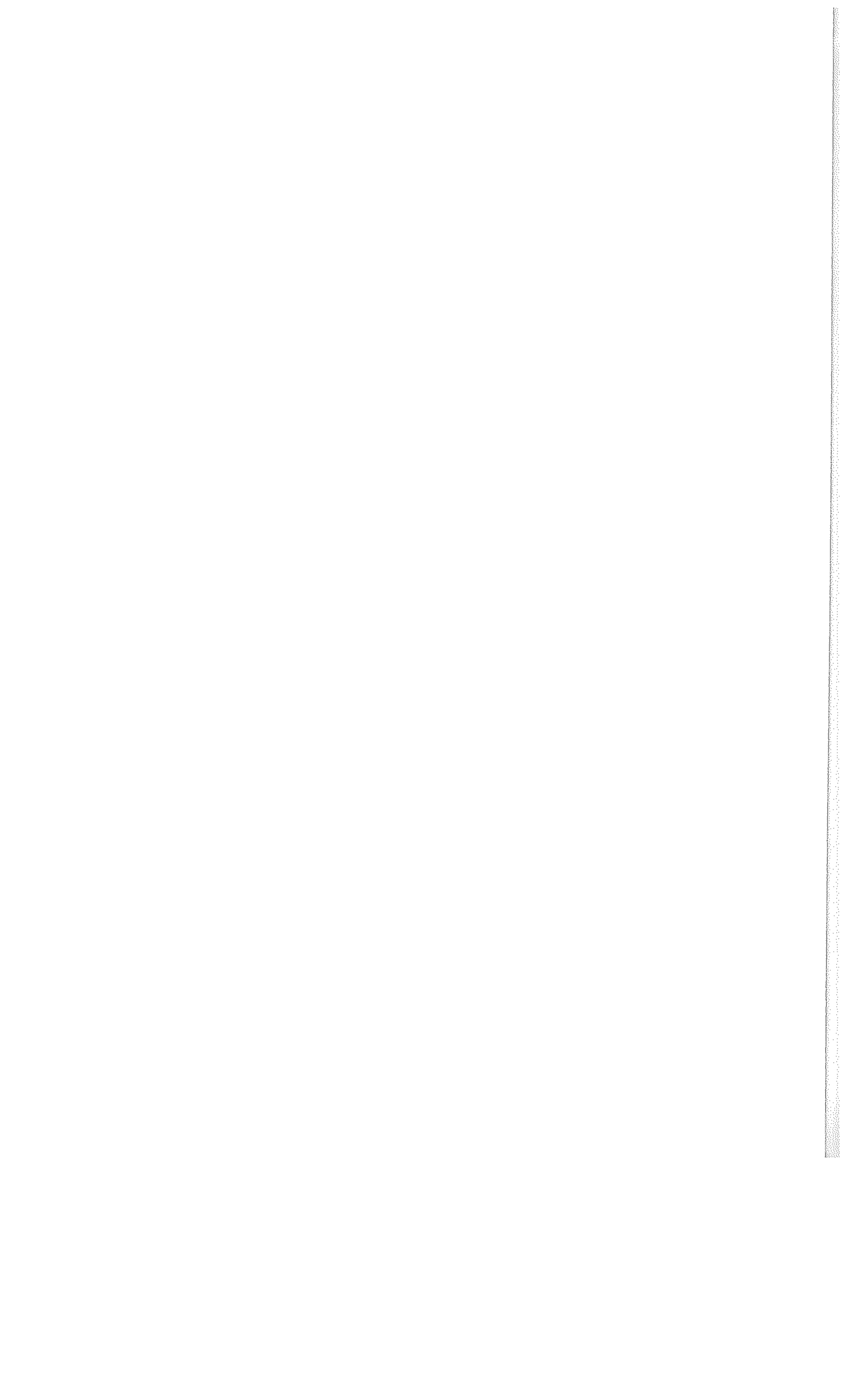


WALTHAM ABBEY TOWN COUNCIL
IMPREST A/C

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Advanced Vision Surveillance	Std Ord	£837.75		AVS-CCTV Mntnce Agreement
		Total Payments	<u>£837.75</u>		

Enclosure Number



Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - CURRENT BANK A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	29/02/2024	765	2,500.00
MONEY MANAGER A/C	29/02/2024	786	124,737.67
			<u>127,237.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,237.67
<u>Unpresented Receipts (Plus)</u>			
21/02/2024 Bacs		20.00	
21/02/2024 2057/2058		2.20	
27/02/2024 2058		119.00	
			<u>141.20</u>
			127,378.87
		Balance per Cash Book is :-	127,378.87
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
IMPREST A/C	29/02/2024	478	1,000.97
			<u>1,000.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.97
		Balance per Cash Book is :-	1,000.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 8 - HSBC COMMERCIAL CARD

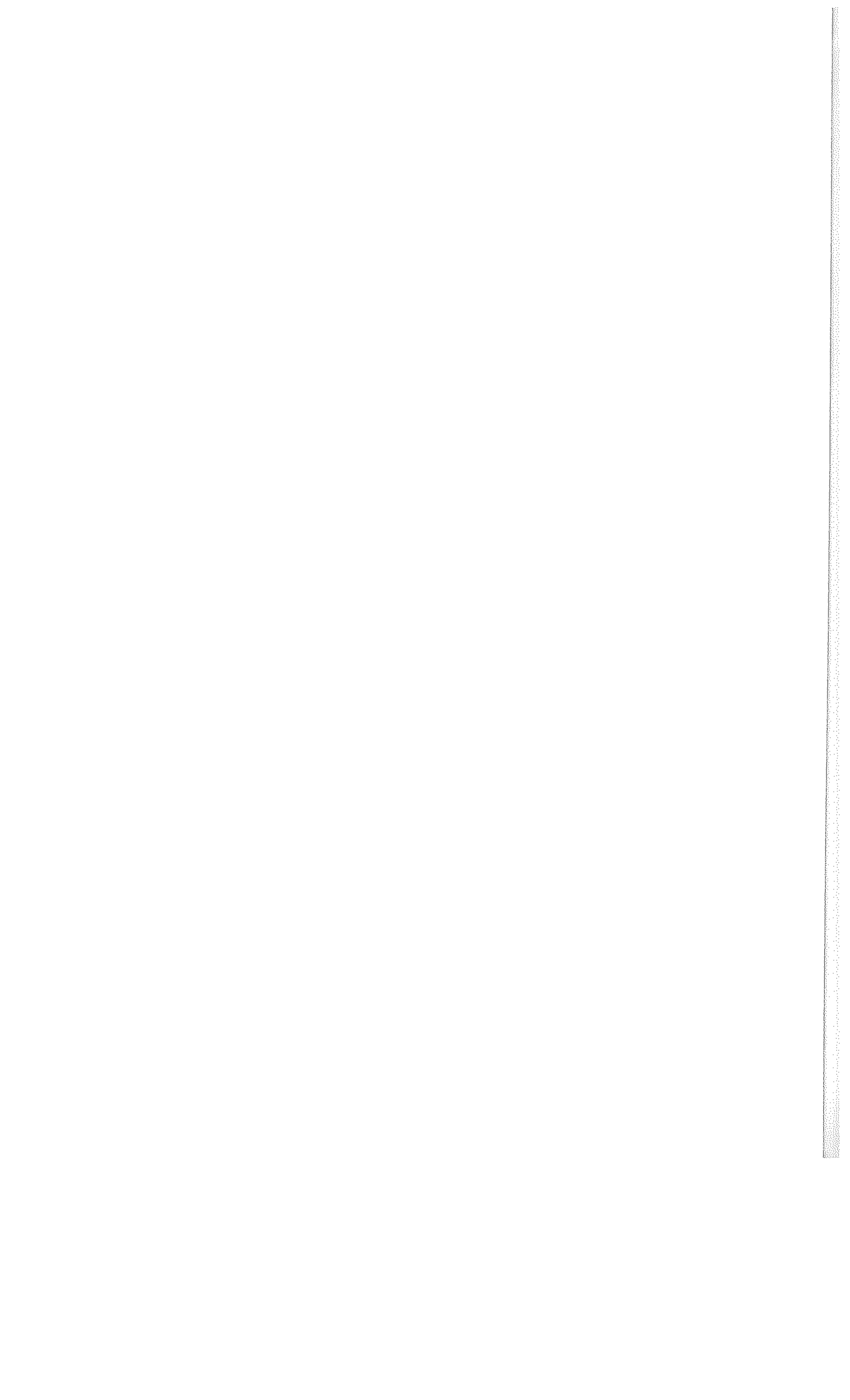
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Commercial Card	29/02/2024		-223.14
			<u>-223.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-223.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-223.14
			Balance per Cash Book is :-
			-223.14
			Difference is :-
			0.00

Signatory 1:

NameSignedDate

Signatory 2:

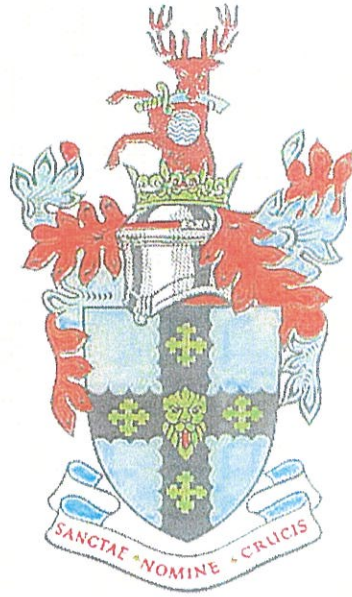
NameSignedDate





WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources Committee
DATE OF MEETING	3 April 2024
REPORT AUTHOR	Natalie Page
CONTACT DETAILS	townclerk@walthamabbey-tc.gov.uk
SUBJECT	Standing Orders Policy 2024 Review Report
RECOMMENDATION	THAT; the report is noted, and the changes are adopted.
BACKGROUND	<p>Standing orders are the written rules of Local Councils. They set out a Council's administrative and organisational procedures and the rules for conducting Council meetings. They are to regulate and keep good order at Council meetings, also a way of combining the statutory requirements that individuals and meetings are subject to.</p> <p>Standing orders are revised annually or when Legal updates occur.</p>
INFORMATION	<p>The National Association of Local Councils (NALC) has made an update to the Model for Standing Orders number 18.</p> <p>Members will see on the revised changes on the Standing Orders Enclosure.</p>
FINANCIAL IMPLICATIONS	None
ENCLOSURES	Standing Orders Policy 2024
DATA PROTECTION	None
COMMUNITY IMPACT	None
CARBON NEUTRAL	None
HEALTH & SAFETY	None
CRIME & DISORDER ACT 1997	None
POWER(S) TO ACT	None



Waltham Abbey Town Council

STANDING ORDERS 2024

Date Adopted	Minute Reference	Review Date
2 nd September 2020	926/20	September 2021
1 st March 2023	495/23	March 2024

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1. **RULES OF DEBATE AT MEETINGS**

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

- o During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking, that if there is a point of order then the Mayor or Chairman should pause the meeting and give immediate response to the person who raised the point of order even if there is a debate in progress. A councillor raising a point of order shall identify the standing order which they considers to have been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the Mayor or Chairman of the meeting and their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Mayor or Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Mayor or Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Mayor or Chairman of the meeting to moderate or improve their conduct, any councillor or the Mayor or Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the Mayor or Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings •
 - Committee meetings •
 - Sub-committee meetings •
- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
 - b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
 - c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
 - d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - e Public Questions are invited prior to the meeting in writing to the Town Clerk up to 3pm on the day before the meeting, agenda item to specifically reflect this.
 - f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 - h Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
 - i In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Mayor or Chairman of the meeting may direct that a written or oral response be given.

- J 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 Mayor or Chairman of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct their comments to the Mayor or Chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the Mayor or Chairman of the meeting shall direct the order of speaking.
- m Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- n A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- o 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.
- p Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor or Chairman of the Council may in their absence be done by, to or before the Deputy Mayor or Vice-Chairman of the Council (if there is one).
- q The Mayor of the Council, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- s The Mayor or 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 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.

- t Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v 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.
- w No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- x 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.
- y A meeting shall not exceed a period of three hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

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

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.
- f The Mayor of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Deputy Mayor of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.
- h In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor of the Council and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

committee or a sub-committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by five councillors.

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**
See also standing order 20.

- a The Council shall have in place and keep under review, technical and

organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

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

12. DRAFT MINUTES

Full Council meetings •
Committee meetings •
Sub-committee meetings •

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

e If the Council's gross annual income or expenditure (whichever is

- higher) does not exceed £25,000, it shall publish draft minutes on a
- website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless 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 has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of Council of this fact, and the Leader shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

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

- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. be the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Leader or in their absence the Deputy Leader of the Council within two working days

of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee.

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

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

Commented [WC1]: a. is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
 - g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a. Management of day to day staffing matters (including contractors) will be the responsibility of the Town Clerk, who may delegate to appropriate line managers, including but not limited to performance management, review and improvement.
- b. Any matters regarding individual performance will be reported to the establishment review subcommittee following any proceedings.
- c. Councillors will not have involvement with disciplinary or grievance proceedings except in the matter of action being against the Town Clerk (hearing and appeal) or Responsible Financial Officer (for appeals). Unless disciplinary action has resulted in the dismissal of an officer, the outcome will be reported to the establishment review subcommittee. In the case of dismissal, the decision will be shared with all members immediately.

Commented [WC2]: a. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC procurement guidance contains further details.

The above replaces the National Association of Local Councils (NALC) Model Standing Orders compulsory wording - to replace the highlighted text.

- d A matter personal to an officer that is being considered by a meeting of the Establishment Review Subcommittee is subject to standing order 11.
 - e Subject to the Council's policy regarding absences from work, the Council's most senior officer shall notify the Chairman of the Establishment Review Subcommittee or, if they are not available, the vice-Chairman (if there is one) of the Establishment Review Subcommittee of absence occasioned by illness or other reason and that person shall report such absence to Establishment Review Subcommittee at its next meeting.
 - f The Leader of Council, or in their absence, the Deputy Leader shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Establishment Review Subcommittee.
 - g Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior officer (or other officers) shall contact the Leader of Council or in their absence, the Deputy Leader in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Establishment Review Subcommittee.
 - h Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Leader this shall be communicated to another member of the Establishment Review Subcommittee which shall be reported back and progressed by resolution of the Establishment Review Subcommittee.
 - i Any persons responsible for all or part of the management of officers shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
 - j In accordance with standing order 11(a), persons with line management responsibilities shall have access to officer records referred to in standing order 19(f).
20. **RESPONSIBILITIES TO PROVIDE INFORMATION**
See also standing order 21.
- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
 - b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer (not legally required).
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of a witness.

The above is applicable to a Council with a common seal.

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

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

the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

