

Held on 10th May 2021 @ 2pm

Present – Cllrs Young, Lloyd, Norcross, Hanson and Alexander

Also present - Clerk and Deputy Clerk

Items Discussed

The suggested change for the committee to remove from the Communities Committee the Premises items and to consider all SPC policies and governance documents to see if any changes suggested, but especially to consider the proposed amended documents for SPC Health and Safety policy and SPC Death of a Senior National Figure Policy.

Summary of discussion:

1. Create a Planning and Premises Committee. Cllrs discussed the idea and commented as follows:
 - the change combining Amenities and Premises has not had enough time to settle in yet.
 - Could try Amenities items one month and premises items the following month
 - The agenda for Community committee is usually requiring more items for playing fields and Highways and runs out of time before being able to discuss Premises items. Removing Premises items would lighten the load.
 - Both Planning and Premises meetings have historically been shorter meetings and could work better together to be able to complete the agendas.
 - Deputy Clerk could clerk the committee as has historically clerked both Planning and Premises
 - Cllrs felt there was merit in trying the change.
 - Clerk and D. Clerk when asked were strongly in favour of the move

Working Practices committee recommend to Full Council that a Planning and Premises Committee be created

2. Cllrs noted that the Health and Safety Policy has been updated and the new Death of a Sovereign Policy was amended and agreed.

Working practices group recommend to full council that both policies be adopted by the parish council.

3. Cllrs discussed member numbers for each committee
 - F&GP to remain with 9 members and a quorum of 5
 - Community Committee to have 9 members and a quorum of 4
 - Planning and Premises committee to have 8 members and a quorum of 3 if agreed.

Cllrs Recommend these changes to Full Council

Working Practices Group recommended Full Council agree Amended Scheme of Delegation V14 provided Council has agreed proposed changes to committee area of responsibility. (Planning to Planning/Premises).

4. It was noted that the Financial Risk Assessment was carried out last year but had not been made easily accessible on the website.
Cllrs suggested the Risk assessment be put in a more obvious place on the website. **(Actioned)**

Meeting closed at 3.20pm

STEYNING PARISH COUNCIL

STANDING ORDERS 2019

Adopted **17th May 2021**

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. **RULES OF DEBATE AT MEETINGS**

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

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

- g Subject to standing order 3(f), a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
 - **subject to statutory limitations or restrictions under the code on his**
 - **right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (2.5) 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, which will include the following standing committee and maximum membership of each

~~Amenities Committee—7 Councillors~~

Community Committee – 9 Councillors

~~Premises Committee—7 Councillors~~

Planning and Premises Committee – 8 Councillors or

Planning Committee – 8 Councillors

Neighbourhood Plan Steering Committee – 4 Councillors and 8 Unelected members

Finance and General Purposes Committee – 9 Councillors including the Chair ~~And Vice-Chair~~ of the Council ~~and the Chairs of Amenities, Premises- and~~ **Chair of Community {and Chair of Planning and Premises[if this option agreed]}** and the Neighbourhood Plan Steering Committee **Chair** (providing in the latter case if the Chair is a Councillor) **and preferably Vice Chair of the Council.**

- 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 (14) days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-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; but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;

- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (3) days of having been requested to do so by
- e (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (8) 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.
- c This standing order does not apply to decisions made in the six months prior to polling day in an election year.

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 (5) 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 (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 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, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

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

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

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **The Council will 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 and will endeavour to do so within five working days.**
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- 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 of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with

voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- 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 by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (4) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning 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**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two**

years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR the Finance and General Purposes committee subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Finance and General Purposes committee] or, if he is not available, the vice-chairman if there is one of the Finance and General Purposes committee of absence occasioned by illness or other reason and that person shall report such absence to [the Finance and General Purposes committee at its next meeting.
- c The chairman of [the Finance and General Purposes committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk and any Deputy Clerk . The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the Finance and General Purposes committee]
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the Finance and General Purposes committee] or in his absence, the vice-chairman of [the Finance and General Purposes committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the Finance and General Purposes committee]
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk or any Deputy Clerk relates to the chairman or vice-chairman of the Finance and General Purposes

committee this shall be communicated to another member of [the Finance and General Purposes committee], which shall be reported back and progressed by resolution of [the Finance and General Purposes committee]

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 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 two councillors who shall sign the deed as witnesses.]**

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (8) 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.

Draft Steyning Scheme of Delegation

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1** Approval of Budget and setting the Precept.
- 1.2** Approval of the Annual Return and Audit of Accounts.
- 1.3** Authorisation of borrowing.
- 1.4** Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5** Making of Orders under any statutory powers.
- 1.6** Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7** Appointment of Council representatives to outside bodies.
- 1.8** Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9** Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10** Approval of payments by committees for any single expenditure item over £5,000. *(See Appendix 1 – 4.1 Financial Regs)*
- 1.11** Consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- 1.12** All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to

exercise delegated responsibilities and instead make a 'recommendation' to the Council.

2.1 All Committees

- 2.1.1** Power to create working parties and sub-committee, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees
- 2.1.2** Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.2.2** Review of budget position
- 2.2.3** To recommend and oversee the Council's Reserves policy.
- 2.2.4** Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year
- 2.2.5** Approval and award of grants and donations.
- 2.2.6** Ensure the Council meets its obligations to HMRC
- 2.2.7** Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.
- 2.2.8** Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding
- 2.2.9** Consider and agree recommendations to Council on action to all Internal & External Audit reports
- 2.2.10** Approval of Risk management strategy and review annual insurance policies.
- 2.2.11** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.
- 2.2.12** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.

- 2.2.13** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.2.14** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.2.15** Oversee the Council's media
- 2.2.16** Neighbourhood Wardens
- 2.2.17** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.2.18** Matters specifically delegated by the Council or, any other committee
- 2.2.19** The maximum membership of the committee shall be 9, the quorum 5

2.3 Community Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.3.2** Review and submit an annual budget to the F&GP committee
- 2.3.3** Oversee the committee's annual budget
- 2.3.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.3.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.
- 2.3.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.3.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.3.8** Oversee the maintenance and opening/closing of the High Street public toilets which are leased from HDC.
- 2.3.9** Oversee the management of land, buildings, and other resources and oversee all matters concerning premises owned by Steyning parish council including letting, maintenance, Health and Safety, staffing and cleaning.

- 2.3.10** Oversee the maintenance of all play areas and fitness/outdoor gym areas.
- 2.3.11** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Parish Council)
- 2.3.12** Oversee the maintenance of Council (SPC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.3.13** CCTV
- 2.3.14** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.3.15** Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.3.16** Matters specifically delegated by Council or, any other committee.
- 2.3.17** The maximum membership of the committee shall be membership 8, the quorum 4

2.4 Planning

All matters (except for creating Council Policy) relating to:

- 2.4.1** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.2** Tree works applications.
- 2.4.3** All other planning or highway matters the Parish Council is consulted on.
- 2.4.4** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.5** The maximum membership of the committee shall be 7, the quorum 3

2.5 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 2.5.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.5.3** Make recommendations to Council or F&GP on all staffing matters including salaries

- 2.5.4** Oversee the recruitment and appointment of staff.
- 2.5.5** To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.
- 2.5.6** Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.5.7** To manage the provision of training of Officers and all staff and Councillors.
- 2.5.8** Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.
- 2.5.9** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.5.10** Consider and resolve appeals to decisions relating to a Staff complaint, where this is unable to be dealt with by Officers.
- 2.5.11** Consider all appeals against decisions relating to Staff where this is available within a policy.
- 2.5.12** Matters specifically delegated by Council or, any other committee.
- 2.5.13** Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.
- 2.5.14** Consider agreement on Staff incremental pay rises subject to satisfactory performance, usually managed by a performance management system and appraisal.
- 2.5.15** The maximum membership of the committee shall be 7, the quorum 3

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

3.1 Parish Clerk – Proper Officer & Responsible Financial Officer

- 3.1.1** The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.
- 3.1.2** See the table at 3.1.23 for the Parish Clerk's delegated responsibilities and for the delegation arrangements in the Parish Clerk's absence
- 3.1.3** Proper administration of the Council's financial affairs.
- 3.1.4** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.1.5** Ensure compliance with Financial Regulations.
- 3.1.6** Ensure compliance with all financial procedures.
- 3.1.7** Determine accounting policies, records and control systems.
- 3.1.8** Manage risk management of the Council.
- 3.1.9** Overall responsibility, and the day to day management of all council employees.
- 3.1.10** Arrange and manage the Council's insurance arrangements.
- 3.1.11** Day to day management of land, buildings and other resources.
- 3.1.12** Management of maintenance contracts and where necessary, to enter into new contracts using the procedure laid out within the SPC 'Finance Regulations Policy.
- 3.1.13** Overall responsibility for Health & Safety across all Council owned sites
- 3.1.14** Developing income generating activities for the Steyning Centre with the Deputy Parish Clerk.
- 3.1.15** Responsible for the management of the budget in accordance with Council Policy.
- 3.1.16** Ensure that employees and councillors follow the policies and protocols of the Council.
- 3.1.17** Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.
- 3.1.18** Dealing with all complaints as per the Complaints Policy.
- 3.1.19** Management of recruitment and payroll of Council employees in accordance with contracts of employment and the currently adopted staff structure and pay scales .
- 3.1.20** Consider and resolve all staff grievances in accordance with Grievance Policy.
- 3.1.21** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.

3.1.22 Consider potential disciplinary matters relating to the Deputy Parish Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures

3.1.23 The following responsibilities of the Parish Clerk are delegated as follows in the absence of the Parish Clerk .

Delegated responsibilities in the absence of the Parish Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Deputy Parish Clerk
b.	Issue all statutory notifications.	Deputy Parish Clerk
c.	Receive Declarations of Acceptance of Office.	Deputy Parish Clerk
d.	Receive and record notices disclosing pecuniary interests.	Deputy Parish Clerk
e.	Receive and retain documents and plans.	Deputy Parish Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Deputy Parish Clerk
g.	Sign notices or other documents on behalf of the Council.	Deputy Parish Clerk
h.	Receive copies of By-laws made by principal authority.	Deputy Parish Clerk
i.	Prepare agendas and minutes for all committee meetings	Deputy Parish Clerk
j.	Sign summons to attend meetings.	Deputy Parish Clerk
k.	Ensure compliance with Standing Orders.	Deputy Parish Clerk
l.	Manage all Parish Council staff, either directly or indirectly.	Deputy Parish Clerk
m.	Manage the provision of Council services, buildings, land and resources.	Deputy Parish Clerk
n.	Incur expenditure in an emergency up to £1,000 whether budgeted or not.	Deputy Parish Clerk
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Deputy Parish Clerk
p.	Deal with dispensation requests from Members under the Code of Conduct.	Deputy Parish Clerk
q.	Deal with matters specifically delegated by Council or Committee.	Deputy Parish Clerk
r.	Take all decisions relating to the training of Councillors & staff.	Council/Personnel Committee/Deputy Parish Clerk

s.	Appoint all employees in accordance with the Council's staff structure.	Council/Personnel Committee/D. Parish Clerk
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Council/Personnel Committee/Deputy Parish Clerk
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Council/Personnel Committee/Deputy Parish Clerk
x.	Responsible for the overall management of all budgets in accordance with Council policies.	Council/F&GP Committee/Deputy Parish Clerk
y.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Deputy Parish Clerk
z..	Overall responsibility for Health & Safety across all Council owned sites.	Council/F&GP Committee/Deputy Parish Clerk
aa.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Council/F&GP Committee/Deputy Parish Clerk Personnel Policies – Council/Personnel Committee Freedom of Information/Consultation Policies – Council/FOI Panel/Deputy Parish Clerk To be assessed individually by Council as and when required.

3.2 Deputy Parish Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of the Steyning Centre.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of caretakers.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Parish Clerk.
- 3.2.7** Developing income generating activities for the Steyning Centre with the Parish Clerk.
- 3.2.8** Matters specifically delegated by Council or Committee.

Steyning PC March 2021

Appendix 1.

{Excerpt from SPC Financial Regulations – Agreed 2020}

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- the council for all items over £5,000.*
- prior approval by delegated committee for items - £1,000 to £5,000*
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000.*
- Clerk has authority to spend within the budget heading for items - £0 - £500.*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulation

STEYNING PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the ~~Finance & Community Committee of the~~ Full Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Steyning Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy ~~Town~~ Clerk will be responsible as his/her designated duties.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Deputy Clerk	Steyning Centre	
Caretaker	MPF Changing Rooms	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

2.6 The Accident Record Book is kept in the Steyning Centre Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The Steyning Centre Office

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Steyning Centre by the Deputy Clerk. Fire extinguishers shall be maintained annually.

4.2 The fire alarm system at the Steyning Centre shall be tested monthly by the Deputy ~~Town~~-Clerk. A fire drill shall be held annually at the Steyning Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached.

7. SPECIFIC POLICIES / RISK ASSESSMENTS

Policies for particular premises and activities are attached as Annexes as follows:-

1. Use of the Steyning Centre and Offices
2. Use of MPF and changing rooms
3. Use of the allotments
4. Use of the public toilets and bus shelter.
5. Caretaking and Cleaning – staff are provided with the following:

- 5.1 HSE Manual Handling at Work Guidance
- 5.2 HSE Working at Height Guidance
- 5.3 HSE Safe use of Ladders and Stepladders Guidance
- 5.4 HSE Preventing Slips and Trips at Work Guidance
- 5.5 HSE COSHH Guidance – Storing Chemical Products (small scale)
- 5.6 HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.
- 5.7 A Caretakers Products COSHH Guide is held in the office.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Deputy Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed anywhere in the Steyning Centre, its offices or any other premises owned and managed by Steyning Parish Council.

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends. All equipment used in the Steying Centre should be PAT tested.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length. All temporary extension leads must be secured to the floor with the appropriate hazard tape.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Emergency exits, corridors, landings and stair cases must be kept clear at all times.

- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Wastepaper bins must be of **Fire-resistant metal** construction and be emptied each day.
- e) In the case of a fire emergency and the evacuation of the building, the meeting point will be the Fletchers Croft car park.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

ROOM HIRERS

All persons hiring rooms must be given a copy of the Health & Safety Policy and must sign a copy to confirm that they understand and will comply with the policy. The signed copy will be retained by the Clerk

It is the responsibility of hiring the room to ensure that they acquaint all the users of the room with the exits and meeting point in case of an emergency.

It is the responsibility of the person hiring the room to ensure that all users have exited the room safely during an emergency and are accounted for.

Agreed and adopted by Steyning Parish Council – 03. 06. 19

ITEM 13.1

WSALC Limited

9 Pound Lane
Godalming
Surrey

United Kingdom

VAT Number:

E: trevor.leggo@ssalc.co.uk

Steyping Parish Council
Council Office, The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ
United Kingdom

Invoice

Number:

Date: 1st Apr '21

Due By: 29th Apr '21

Account: STEYNING

Purchase Order:

Qty	Description	Rate	Total
1	WSALC Subscription 2021/2022	1,425.20	1,425.20
1	NALC Subscription 2021/2022	345.48	345.48

Net: £1,770.68

TOTAL: £1,770.68

Please make payment by bacs as this is the swiftest and most secure method:

Natwest Sort Code Account Number: Account Name: West Sussex ALC Limited

Please reference your payment with the invoice number

If payments cannot be paid by bacs cheques should be made payable to West Sussex ALC Limited and posted to 9 Pound Lane, Godalming, Surrey.

Company Registration:

BRIEFING NOTE - WE HAVE AGREED MEMBERSHIP TO
WSALC AT THE 27TH APRIL FULL COUNCIL MEETING
WE NOW NEED TO AGREE PAYMENT OF THIS
SUBSCRIPTION PLEASE.
AND WE NEED TO AGREE NALC MEMBERSHIP AND
SUBSCRIPTION PLEASE.

ITEM 13.2

Horsham Association of Local Councils
Chairman: Terry Oliver
c/o 78 Macleod Road, Horsham, West Sussex RH13 5JQ
Tel:

06 July 2020

500/20.21
4036/101

HALC INVOICE

Annual subscription for HALC

01/04/20 – 31/03/21

£15.00



Please make cheque payable to:

Horsham Association of Local Councils

And post to HALC, c/o 78 Macleod Road, Horsham, West Sussex RH13 5JQ

Or by bank transfer to:

Sort Code
Account

BRIEFING NOTE - SPL ANNUALLY AGREE
MEMBERSHIP TO THIS ASSOCIATION AND WE NEED
AGREEMENT ONCE AGAIN THIS YEAR PLEASE.

8 The Crescent
Taunton
Somerset
TA1 4EA

Tel:
Email:

609/20.21

4047/101

4047

Ms Hazel Roxby
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

INVOICE

Invoice No	MEM233315
Invoice Date	01/01/2021
Account Ref	1003844

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Full Membership - Hazel Roxby, Membership Fees	£166.00	£166.00	0.00	£0.00

BRIEFING NOTE : SPC Annually agree for the Clerk and Deputy Clerk to remain members of this Society of Local Council Clerks.
We once again ask for your agreement to continue this arrangement.

Total Net Amount	£166.00
Total Tax Amount	£0.00
Invoice Total	£166.00

Payment Due: 01/02/2021

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code



TEL
EMAIL
WEB

03 April 2020

Mr John Fullbrook
Steypning Parish Council
The Steypning Centre
Fletchers Croft
STEYNING
BN44 3XZ

INVOICE: MEMBERSHIP ID

RENEWAL DATE: 01/05/2020
SUBSCRIPTION TYPE: Parish Councils
RATE: £45.00
PAYMENT SUBSCRIPTION £45.00

DONATION

TOTAL £

If you would like to make a payment using your online banking facility our account details are as follows:

Account name: Open Spaces Society
Sort code:
Account number:
Reference (please use)

You can also make a payment online via our website at www.oss.org.uk

CONSENT AND UPDATING YOUR INFORMATION

By disclosing your personal information to us, including having supported us in the past and not chosen to change your mailing preferences, you give your consent to the collection, storage, processing and use of your personal information by the society as described in our privacy policy.

Once you have registered your membership online you can change your mailing preferences at any time either by visiting your online account, by emailing us at office1@oss.org.uk, by phoning 01491 573535, or by post to 25a Bell Street, Henley-on-Thames RG9 2BA.

Should you have any queries regarding your subscription please contact the Membership Secretary - Tel:

BRICKING NOTE - SPC HAVE IN RECENT YEARS
AGREED MEMBERSHIP TO THIS ORGANISATION AND WE
ASK FOR AGREEMENT FOR THIS YEAR PLEASE.
THE RATE THIS YEAR WILL AGAIN BE £45.00
MEMBERSHIP HAS BEEN USEFUL WHEN SPC HAS PURSUED
D.M.M.O. APPLICATIONS AND OPEN SPACE DEVELOPMENTS AT

The Open Spaces Society 25a Bell Street Henley-on-Thames RG9 2BA

Charity no. 1144840 Registered in England and Wales, limited company no.

ABBNEY ROAD
&
CHANDLER WAY



TO WHOM IT MAY CONCERN

Date: September 2020

Dear Sirs,

Our Client: Steyning Parish Council

We are the Risk and Insurance Brokers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:

Business Description

Parish Council

Employers' Liability Insurance

Insurer

AXA Insurance UK PLC

Policy Number

Expiry Date

31st August 2021

Limit of Indemnity any one occurrence

£10,000,000

Public/Products Liability Insurance

Insurer

AXA Insurance UK PLC

Policy Number

Expiry Date

31st August 2021

Limit of Indemnity any one occurrence

£10,000,000

This statement of cover extract has been prepared purely as confirmation of the insurance in force at the date of this letter which is subject to the terms and conditions of the insurance policy. We accept no responsibility for the inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given. We remain solely the agent of our Client and owe no legal duty or otherwise to the any third party.

Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted.

£

Director





redefining / standards

AXA Insurance UK plc
Registered Office

Registered in
England

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

POLICY No 1

1. **NAME OF POLICYHOLDER** Steyning Parish Council
2. **DATE OF COMMENCEMENT OF INSURANCE POLICY** 1st September 2020
3. **DATE OF EXPIRY OF INSURANCE POLICY** 31st August 2021

We hereby certify that subject to paragraph 2: -

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain **(b)** Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney; and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**

Signed on behalf of AXA Insurance UK plc
(Authorised Insurer)

CEO - AXA UK & Ireland

Notes

- (a) *Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b) *Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c) *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

Subject:

FW: 25th July 2021 - Summer BBQ (Final name to be agreed)

Briefing Note

Item 15.1

We discussed briefly this event and gave tacit support at the last Full Council meeting, but in order for the Partnership to commit to this project they need to know that we have made a decision to agree to the event please – so that they can start purchasing the infrastructure etc.

From: Russell Barnes <Sent: 23 April 2021 15:48

To: John Fullbrook **Subject:** 25th July 2021 - Summer BBQ (Final name to be agreed)

Good Afternoon

I hope all are well.

We have been involved in some early discussions with the Cricket Club, Steyning Butcher's and Sharna Leggott about running and supporting a summer BBQ on the MPF. I suspect I will need to approach the Community Committee, but out of courtesy I thought it best to email the Clerk's office first and take your advice as I appreciate that SPC own the land.

All the above are very keen to support the idea, which is great as they form the basic framework required to make the event a success (Venue, drinks, BBQ + meat, Ice creams etc) Obviously we are aware that its only right to consult with SPC, but please note we were keen to make sure we could agree a provisional date with all the relevant group supporting the event before approaching yourselves so as not to waste anyone's time.

If you could direct us on the best route to progress that would be great.

Kind Regards

Russell G K Barnes

Chair of the V+T Committee

Steyning and District Community Partnership

STEYNING PARISH COUNCIL FINANCIAL RISK ASSESSMENT

TO ENSURE THERE IS NO POTENTIAL NON-COMPLIANCE WITH LAWS, REGULATIONS AND CODES OF PRACTICE

1. Internal Audit

The Internal Auditor to visit at least annually in order to ensure that the various accounting procedures are being adhered to. Following the visit, the Responsible Financial Officer must advise the Council of the outcome.

- (a) Ensure the cash book is up to date, look at chequebook to see the number of the last cheque drawn, and there are no pre-signed blank cheques.
- (b) Ensure the cash book is totalled and balanced. Test arithmetic. Check balancing to coincide with bank statements.
- (c) Inspect reconciliation and test arithmetic. Check whether all unpresented cheques are cleared from the previous reconciliation.

Reason: To reduce risk of embezzlement, fraud, etc.

2. Internal Control

The Councillor responsible for Internal Control to inspect the accounts quarterly to ensure that the various accounting procedures are being adhered to. Following his inspection, he should report to the Finance & Community Committee. Areas to be checked include:

- Agreeing the reconciliation of the cash books balance with the bank accounts and ensuring that the accounts are reconciled regularly.
- Counting petty cash held in the office.
- Checking the validity of payments
- Testing a sample of credits received for validity and proper processing,
- Checking vat payments and claims
- Agreeing employers' returns to HMRC

Reason: To reduce the risk of embezzlement, fraud etc.

3. Standing Orders and Financial Regulations

To review Standing Orders and Financial Regulations annually in order to ensure that they remain relevant to the work of the Council. – This is completed annually at SPC Full Council and is minuted

Reason: To ensure still relevant and sufficient safeguards in place.

4. Expenditure and Payments

The Clerk, following resolution of the Council, should authorise supply of goods and services and competitive prices to be sought in accordance with the Financial Regulations.

Before payment of invoices is made all invoices should be checked to ensure that the figures are correct, and invoices are properly addressed to the Parish Council.

Cheque Payments

Two Councillors must sign all cheques and they must initial the counterfoil. All cheques need Council approval or as per Standing Order.

OR

Bacs / Chaps Payments

AS per SPC Financial regulations 6.9

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years

Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Proper Officer for payment with the approval of the Chairman or Vice-Chairman of the Council as per SPC financial regulations point 4.1, 'Budgetary control and authority to spend'.

All payments ratified under Standing Order shall be separately included in the next schedule of payments before the Council.

Expenditure under Local Government Act 1972, s.137 must be recorded in a separate column in the cash book and the use of this power should be recorded in the minutes.

Where possible Petty Cash should not be used, but if it is required the Clerk should control the Petty Cash system and up to the sum of £100.00 per month is allowable. An additional £100.00 may be had during a month in consultation with the Chairman or in his absence, the Vice-Chairman.

All these processes are undertaken at SPC overseen by the SPC RFO.

Reason: To ensure public money not being misused.

5. Insurance

Ensure that all purchases of new equipment are referred to the insurers in order to obtain cover for these items.

The Council or the relevant Committee shall review insurances annually to ensure that the sums insured are index linked where appropriate and adequate, especially Public Liability.

Certificates of Insurance to be kept for 40 years.

Reason: In case Public Liability claims are made and to comply with the Law.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive, and the Parish Council may consider other risks.

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employer's Liability (statutory)	Continue existing cover (£10M)
	Money and assault	Continue with existing cover (£1,000)*
	Fidelity Guarantee	Continue with existing cover (£150K)*
Insurance cont'd	Property	Continue with existing cover on buildings, contents, street furniture etc.
	Revenue protection: Business interruption On gross revenue Increased cost of working	Existing cover (£1M)* Existing cover (£90K)* Existing cover (£10K)*
	Officials Indemnity	Continue with existing cover (£500K)*
	Libel and Slander	Continue with existing cover (250K)*
	Personal Accident	Existing cover (£50K)*

Payroll	Loss of data on PC due to system fault.	Data is backed up regularly to the Microsoft cloud.
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs or Bacs payments.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement.
	Agency advice	Continue with memberships of SALC and SLCC.
Allotments	Increase in net expenditure.	Review allotment rents annually.
Open Spaces and Play Areas	Loss of use of play equipment.	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.
Precept / Council Tax Benefit Grant	Annual precept not the result of proper detailed consideration.	Continue to present budget to every F&C Committee meeting.
	Inadequate monitoring of performance.	Continue to regularly consider budget monitoring report (monthly).
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
	Reduction in income	Budget in anticipation.
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and continue practice of appointing internal audit committee.
Contracts	Ensure continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for grounds maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting.

** - These recommended cover amounts noted in the table above are indeed covered by the 2020 SPC insurance policy and in many cases the cover far exceeds minimum recommended levels as befits the need*

*All elements noted as recommended actions in the table above are undertaken routinely by SPC.
{In 2020/21 an exception has been the review of Allotment rents}*

6. Budget Procedures

Ensure adoption of a Budget each year in order that the Council may set its Precept, and this should be properly minuted. - A budget preparedness schedule is agreed annually at SPC.

To monitor the expenditure against budget by Committees and Council. – Completed monthly at SPC

Any items of expenditure not within the original Budget should be referred to the Finance Committee who should decide from where these monies would be taken. – Undertaken at F&GP committee

Reason: To ensure sufficient budgetary controls.

7. Income

Review charges annually. Ensure that all charges are made for services provided. Cash and cheques received should be given a written receipt and placed in a safe place until banked. The reason for this is to ensure that all monies are properly banked. These payments should be entered into the receipts and payments book and monthly checked with the bank statement. All cash on the premises should be adequately secured. - Income and expenditure is reviewed and agreed monthly at SPC. Income is secured in locked cabinet and regular biweekly trips to post office bank the small amount of cash income.

Reason: To ensure money is not stolen.

8. Salaries and Wages

All payments of employees' salaries should be authorized during the Budget process and all necessary PAYE, and NIC, deductions taken and conveyed to HMRC, including the annual return. No payment to staff should be made without the deduction of Tax without the agreement of HMRC. - This is completed by the SPC Office and signed off by an SPC signatory

Reason: Otherwise the Council could be liable for payment of such Tax not deducted.

9. Asset / Land Registers

The Asset register should be written up at least annually with details of acquisitions and disposals. The Land register should be reviewed annually. – These are checked and agreed by SPC annually

Reason: To ensure the Council is fully aware of their financial position.

10. Annual Statement

Year-end accounts to be prepared annually for audit. - These are checked and agreed by internal and external audit processes at SPC and then agreed and minuted at Council meetings

Reason: To comply with the Law.

11. V.A.T.

All incoming invoices should be checked to ensure that the correct VAT has been charged. VAT claims for repayment should be made at least annually, and are in fact completed quarterly through HMRC's digital VAT system by the SPC RFO

Reason: To ensure monies due to the Council are reclaimed regularly.

MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON THURSDAY 27TH APRIL 2021 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link: Cllrs Young (Chairman), Lloyd, Hanson, Northam, S. Sullivan, G. Sullivan and Alexander.

Clerk: John Fullbrook

Members of the Public: 8 (including District Cllr Bob Platt, County Councillor David Barling and Warden Michael Pearce)

Meeting commenced 7.32 pm

DRAFT MINUTES

ACTION

FULL/20/154 APOLOGIES FOR ABSENCE

154.1 Apologies were received from Cllrs Goldsmith, Rudkin, Norcross and Trundle.
Cllr Campbell was absent.

FULL/20/155 DECLARATIONS OF INTEREST

155.1 None for this meeting

FULL/20/156 QUESTIONS FROM THE FLOOR

156.1.1 **Q** - Trevor Cree made a statement concerning the new schedule of meetings that has been introduced recently by the council. He voiced his concern for the removal of some of the meetings from the schedule which he believed would affect the council transacting business efficiently. He said that open and transparent public meetings are fundamental to our democracy and the Council is undermining resident trust when so many discussions, formerly held in public, are now to be held behind closed doors. He requested that the SPC leadership reconsiders the meeting schedule prior to the Annual Parish Council Meeting to be held on Monday, 17th May 2021, and reinstates all of the currently deleted meetings.

156.1.2 **A** - Cllr Northam made a point of order- asking Mr Cree to explain his comment.

156.1.3 **Q** – Mr Cree responded - as several meetings have been deleted from the schedule it means that there are sometimes 2 months between council meetings and so there will be so much happening out of public view and is unacceptable.

156.1.4 **A** - Cllr Northam stated that nothing is happening behind closed doors that wasn't then made public and that the statement was not either fair or correct. The council is trying a different approach by combining meetings in the interest of efficiency and would hope that Mr Cree will indulge the council during this trial as if it doesn't work the council will change it.

156.1.5 - Mr Cree responded that he was quite happy to do that.

156.1.6 **A** - Cllr Young reiterated that decisions are not being made behind closed doors, everything is open and transparent and was saddened that he felt he needed to make his statement.
The Clerk informed that the new reschedule is only decreasing the annual tally of meetings by 6 for the year, and that last year Steyping Parish Council convened more public meetings than any other council in the Horsham District which is the reason for the trial of the new schedule.

156.2.1	Q. Rosemary Barnard informed the council that over recent months there have been many issues on the Memorial Playing Field by a bench backing onto the wall of the Charlton Street residents. They are leaving a great deal of mess of litter, bottles, cans and evidence of smoking weed. They are unpleasant and intimidating when approached. The PCSO's, Police and Wardens have all been involved in requesting the youths to move to another location or to clear up after themselves but to no avail. Rosemary asked if it would be possible to move the bench to another area of the Memorial Playing Field where it may not affect any other users or residents.	
156.2.2	A. Cllr Young suggested that the issue be placed on the next Community Committee agenda for discussion and possible solution. Cllr Alexander stated that this would be a good time to discuss once more the project options for re installing CCTV at the memorial playing field.	CLERK
156.3.1	Q. Philip Bowell noted that Roger Potter the Chairman of Bramber Parish Council is retiring this year and he Stated that he hoped that the parish council would write a letter of thanks to Roger Potter for the work he has done and support he has given over the years in his capacity as Cllr and Chairman of Bramber Parish Council.	
156.3.2	A. Cllr Young thanked him for his suggestion. The Clerk informed that he had received an email with this information and would be forwarding it to all councillors for their information and for suggestions for what the council would wish to do.	CLERK
FULL/20/157	MINUTES OF PREVIOUS MEETINGS	
157.1	The Clerk informed that there was an incorrect year date for these sets minutes being discussed (2020 instead of 2021) therefore when agreeing it will be subject to the date being amended to 2021. Cllr Young proposed, seconded by Cllr Lloyd that the minutes for 15th February, 15th March EOM and the 25th March EOM be accepted as true and fair records of the meetings subject to the date change. Agreed 5 for (CY,TL,SA,SN,DH) 2 abstentions (SS,GS)	CLERK
FULL/20/158	MATTERS ARISING	
158.1	Clerk to make agreed amendment to the 18 th January minutes – Actioned	
158.2	Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – Ongoing	CLERK
158.3	SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – Ongoing The Deputy Clerk reported that the solicitors have the necessary documents which are being prepared for submission to the Land Registry Office, once these are submitted there will be long delays before the registration will be complete.	D. CLERK
158.4	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing This will be done once Covid restrictions are eased. Cllr Alexander noted that Debbie Wood is leaving the Hub and moving on and requested that the council write to her with thanks for her hard work and support Over her years at the Hub. Cllr Young agreed this could be done	CLERK
158.5	Internal Auditor appointment details to be brought back to Full Council – Ongoing This will be discussed when there is sufficient room on the agenda.	CLERK
158.6	5 th January Community Committee draft minutes to be taken to future Full Council to be received – Agenda 12.2	

- 158.7** Cllr Lloyd to see if a consultation response could be sent in late, Clerk to distribute HDC response – **ongoing** **CLLR LLOYD**
Cllr Lloyd hasn't heard back from HDC and has asked again if the council can still be considered – response awaited.
- 158.8** SPC to be represented at discussions to agree WSALC position – **See item 161.1**
- 158.9** New SPC Meeting Schedule to be published – **Actioned**
- 158.10** New FOI Panel to be convened – **Actioned**
- 158.11** Clerk to amend SPC scheme of delegation as per agreed – **Actioned**
- 158.12** Council to possibly strive towards Living wage and accreditation to be discussed at Budget meeting – **Actioned**
- 158.13** Clerk to amend email policy as per agreed – **Actioned**
- 158.14** SPC publishes on its web site all Code of Conduct decision notices where sanctions are recommended – **Actioned**
- 158.15** Cllrs Campbell and Goldsmith direct correspondence for the Clerk's office via the SPC Chairman **CLERK**
– **Ongoing committee** -This to be reviewed at a personnel Meeting.
- FULL/20/159** **REPORT FROM COUNTY COUNCILLOR - This item was delayed as Cllr Barling arrived late**
- FULL/20/160** **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 160.1** Cllr Bob Platt – (HDC) update
Cllr Platt informed the meeting that the Draft Local Plan was due to be presented to HDC in April for approval and regulation 19 submission, unfortunately advise has been received that further consultation is required so this will be delayed until June. There has been quite a reaction to the plan by the public regarding significant development proposals in Buck Barn and Adversane and other sites. There is also disquiet for proposals in West Ifield and the Rookwood site that have plans to replace part of Golf Course with a housing estate. HDC have to produce a plan with enough housing to fulfill the Government's target which is believed to be excessive. He will keep the council informed with any further information.
Cllr Young thanked Bob for the report.
- FULL/20/161** **Cllr Young brought forward Governance Items.**
- 161.1** **GOVERNANCE MATTERS –**
To discuss the SPC position with regards to SSALC and WSALC
Deputy Clerk attended the WSALC Clerks meeting on 15th April. A supporting paper was circulated to all cllrs with the details of the new association and the differences that have been implemented in the change from SSALC to WSALC. The annual invoice has been received which is 10% cheaper than last year.
Cllr Northam asked how many parish Councils fall under WSALC?. Deputy Clerk responded that she was aware of at least 65 parishes attending recent meetings and at the meeting on 15th April there were 57 parish councils represented and all appeared to be happy with the implemented changes and the proposed way forward with WSALC.
Cllr Northam asked where WSALC's source of income is from. The income comes from the annual fee from each Parish Council and the training sessions that they provide .
Cllr Alexander **proposed, seconded** by Cllr Northam that the council move forward and become a member of WSALC. **Agreed** **CLERK**

- 161.2 Working practices WP to consider Policies including updated Health and Safety Policy and a new SPC Policy for marking the death of the Sovereign or other Senior National Figure**
 Clerk suggested that a Working Practises meeting be convened to discuss the upgrade of the Health and Safety Policy and the suggested new policy.
 Cllr Young **proposed, seconded** by Cllr Lloyd that the meeting be convened after the May annual meeting a working practises working party to review and make recommendations on policies including the Health and Safety and considered a new policy to mark the death of a sovereign or other national figure **Agreed.** **CLERK**
- 161.3 Clerk update on SPC Meeting format changes regarding adherence to the latest Covid regulations.**
 The Clerk updated that the latest government regulations for meetings require that from 6th May virtual meetings are not permitted. Face to face meetings can be held from 17th May. The Annual Parish Meeting will be held in Coombe Court on 17th May following covid safe guidelines. There will be a limited number of residents allowed to attend the meeting. The committee meetings between May and 21st June will be held in Saxon Room with a limited number of public attendees. It is proposed that the meeting will be live streamed if possible. A risk assessment will be created by the the Clerk and sent to all Councillors. **CLERK**
- Neighbourhood Wardens left the meeting to deal with an anti- social issue at 8.35pm.**
- 161.4 Update from the Clerk regards the May Local elections.**
 The Election on 6th May will be held at the Steyning Centre by Horsham District Council from 6.30am to 10pm. Steyning has an uncontested election and will therefore have 2 new Councillors taking office from 10th May. The new Councillors are Ian Alexander and Richard Bell. **CLERK**
- 161.5 Update from Clerk regards 20/21 SPC End of Year Finances.**
 The Clerk reported that the provisional End of Year figures will be showing a small surplus. The main reasons the Council is able to show surplus instead of deficit on the year is that there have been three successful grant applications amounting to £24,000 from HDC to help cover the substantial loss of income from having to close or restrict opening of the Steyning Centre throughout the last Covid year. There has also been significant savings on the staffing costs and prudent use of funds regarding the general expenditure throughout the year. A new format for showing the budget has been agreed at F&GP Committee for future reports. Clerk and Deputy Clerk were thanked for their work in applying for the grants from HDC. **CLERK**
- FULL/20/162 NEIGHBOURHOOD WARDENS' REPORT**
- 162.1** To receive the Neighbourhood Wardens report for January, February, and March 2021.
 The supporting paper report was taken as read.
- FULL/20/163 SPC PROJECTS UPDATE**
- 163.1 Proposed 20 mph Steyning Speed limit Questionnaire.**
 Information from Geoff Barnard has been received concerning the responses from the survey. There has been so far 1199 responses, 64% in favour and 31% against. 18% of the responses were in hard copy, 82% were online. The group are continuing to campaign in Schools. The closing date for the survey is 30th April 2021. Cllr Northam queried where the costs would be coming from. Clerk informed that Section 106 is hoped to be used for this. Cllr Lloyd advised that there may be a small cost for the parish council. Cllr Lloyd thanked Geoff, Dean and Ian for their hard work put into this survey. Cllr Hanson informed that the next working party meeting is on 11th May and a report will follow that meeting. **W.PARTY**
- 163.2 To discuss that SPC submit a letter of intent to HDC in terms of possible funding for a**

pocket park or other positive joint climate change development at Chandlers way.

The Clerk advised that there is a working party planned for Thursday 29th April with the Greening Group and the Climate change parish council representative, Cllr Alexander, to discuss the opportunity to apply for a climate grant from HDC for a 'pocket park' or similar at Chandlers Way. The first tranche for this grant is to be applied for by 14th May however as this is very soon, the group won't be ready so instead to send a letter to inform HDC that there may be interest of intent for a future tranche.

Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Clerk is delegated to send a letter of intent to lodge the Parish council position to hopefully put the council in line for a grant at a later date. **Agreed.**

CLERK

163.3 To discuss whether SPC decide to ask that the High street temporary pedestrian / traffic measures are removed forthwith.

It was noted that the temporary pedestrian traffic measure has been removed unofficially. The parish Council are still required to write to HDC to inform if it is to be removed permanently. Cllr Alexander **proposed**, to have the pedestrian traffic measures permanently removed as soon as possible.

Cllr Northam **proposed** an amendment to the proposal, **seconded** by Cllr Alexander to formally write to HDC to request removal of the equipment as it did not represent the original scheme. It was noted that the unauthorised removal of the equipment, such as happened in this case, was potentially a very dangerous act and should have been avoided. **Agreed**

CLERK

163.4 To discuss any actions following the request from the Steyning Society regarding assistance with compiling a Local Heritage List.

Following a request made to the planning Committee by the Steyning Society for a councillor to assist with a Local Heritage List.

Cllr Alexander **proposed, seconded** by Cllr Northam that there will be a Cllr representative Appointed to the group but will defer the appointment until the Annual Parish Council Meeting in May.

CLERK

163.5 Cllr Young stated that a briefing paper from the warden report had been overlooked earlier in the meeting concerning the wardens delivering over 200 food parcels during the lockdown and wanted to record a vote of thanks to them for this and the fabulous work that they do Cllr Lloyd proposed, seconded by Cllr Young that the Clerk be delegated to write an official letter of thanks to the wardens for their community spirit particularly during the lockdown. Agreed .

CLERK

Cllr Young returned to Agenda items 7.2 to 7.10 at this point of the meeting

FULL/20/164 Cllr Tim Lloyd – (HDC) update

164.1 No further information other than its very important to get the Local Plan finished

164.2 Cllr Tim Lloyd – (HALC/ SALC/NALC) update

HALC meeting on the 29th April at 7pm

164.3 Cllrs Chris Young and Hanson – Isolation and loneliness / PPG update

Cllr Young reiterated that Debbie Wood leaving the Hub will be a great loss. Cllr Young will report To council on the replacement once there is one.

The PPG update will be placed on the website. They have informed that the temporary marquee will now be removed from outside the Health Centre and the waiting rooms will be opened with social distancing. 57% of the residents have now had their first vaccinations and Henfield Health Centre are now concentrating on out the 2nd vaccinations. There will be two new Doctors starting at the practice in September, Dr Rainbow while continuing as a Dr is standing down as a partner and Dr Holdaway will be taking on this role. **D CLERK**

- FULL/20/166** **Cllr Barling arrived 21.30pm and spoke to his report which was item 159 above.**
166.1 He informed that he has been working with a group of residents from Godstalls lane who are making a community highway application as there have been many issues with getting large vehicles, especially the dust cart, down the lane due to parked cars. Following a discussion and some confusion whether the request is for widening the road and if the double yellow lines are required.
 Cllr Northam **proposed, seconded** by Cllr Lloyd that Cllr Barling take the request back for clarification but the council have registered not in favor of the Hills Road request. **Agreed** **Cllr Barling**
- 166.2** It was noted that this is Cllr Barling's last meeting with Steyning before standing down as a County Councillor. Cllr Young thanked, on behalf of the Council, Cllr Barling for the 8 years of Support to Steyning Parish Council as a County Councillor.
- FULL/20/167** **REQUESTED MOTION**
167.1 **Motion** - That the following provision in the Scheme of Delegation be amended as shown in italics 3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these *at its next meeting To F&GP and to copy in all relevant committee members (or full council members if the matter so relates) simultaneously with the answer being sent.*
 Following some discussion
 Cllr Young **proposed, seconded** by Cllr Northam that the motion be deferred to another full council meeting. **Agreed** **CLERK**
- FULL/20/168** **CORRESPONDENCE AND INFORMATION ITEMS**
168.1 HDC Request to assist with Clean-up day - this item had been missed but would be put on the website. **D Clerk**
- 168.2** The Chairman of Steyning and District Partnership Visitor and Tourist group has written, of behalf or the group, requesting permission to have a summer BBQ on the MPF on 25th July Cllr Northam **proposed, seconded** by Cllr Hanson to provisionally support the date subject to the details being confirmed at a later time. 6 Cllrs supported this. It was noted that this was not a formal vote it was just to gauge the support for the BBQ. **CLERK**
- FULL/20/169** **DATE OF NEXT FULL COUNCIL MEETING: Annual Parish Council Meeting – 17th May 2021 at 7.30pm**
- Meeting closed at 10.01 pm**
- Signed Date 17th May 2021**
Chairman
- video recording of this meeting is available at :
<https://archive.org/details/2021-02-15-steyning-parish-council-full-council-meeting-offical-copy>