



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

7th May 2024

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL TOWN COUNCIL MEETING to be held on **13th May 2024** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Burnham and Highbridge Town Council

Councillor R. Baker
Councillor P. Clayton
Councillor M. Facey
Councillor G. Gudka
Councillor R. Keen
Councillor B. Metcalfe
Councillor M. Murphy
Councillor C. Searing
Councillor P. Wynn

Councillor S. Barber
Councillor A. Elrick
Councillor J. Flurry
Councillor A. Hendry
Councillor A. Matthews
Councillor L. Millard
Councillor S. Perry
Councillor B. Vickers

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Annual Town Council Meeting Agenda

13th May 2024

- 260.0.T24 Election of the Mayor for the ensuing year and to receive the declaration of acceptance**
- 261.0.T24 Apologies for absence**
- 262.0.T24 To receive any declarations of interest on items included on this agenda**
- 263.0.T23 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance**
- 264.0.T24 To receive and approve the minutes of the Town Council meeting held on 2nd April 2024**
- 265.0.T24 Matters arising from previous minutes**
- 266.0.T24 To receive and approve the minutes of the Town Improvements meeting held on 25th March 2024**
- 267.0.T24 To receive the outgoing Mayor's report**
- 268.0.T24 To receive any reports from Somerset Councillors**
- 269.0.T24 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee - 3rd and 24th April
Princess Management Committee - 4th April
Finance and Resources Committee - 29th April
- 270.0.T24 To receive list of payments up to 6th May 2024**
- 271.0.T24 To receive reports from town councillor representatives appointed to outside bodies**
- 272.0.T24 To ratify the CIL expenditure and agree further expenditure**
- 273.0.T24 To receive Working Group update reports**



- Better BOS

274.0.T.24 To review and adopt the updated Committee structure and terms of reference for the Committees of the Council

275.0.T.24 To appoint membership to the Committees of the Council for the civic year 2024/25

276.0.T.24 To elect Chairs and Vice Chairs of Committees of the Council for the civic year 2024/25

277.0.T.24 To appoint members to outside bodies for the ensuing year

278.0.T.24 To appoint members to the following ongoing working groups;

- Climate and Ecology
- Highbridge Regeneration
- Princess Theatre Review
- Homelessness
- Growing Group

279.0.T.24 To ratify the Planning Committee's response to the accelerated planning system consultation

280.0.T.24 To review and adopt updated Complaints Procedure

281.0.T.24 To review and adopt updated Standing Orders

282.0.T.24 To review and adopt updated Financial Regulations

283.0.T.24 To agree to cancel councillor drop-in sessions

284.0.T.24 Date of next meeting

The next meeting of the Town Council is scheduled for 25th June 2024 at 7 pm.

285.0.T.24 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960

286.0.T.24 Play area equipment contract



Minutes of a meeting of the Town Council held on 2nd April 2024 at the Morland Hub, Pearce Drive, Highbridge, TA9 3FU at 7 pm

Present: Councillors L. Millard (Chair), R. Baker, P. Clayton, M. Facey, G. Gudka, R. Keen, A. Mathews, B. Metcalfe, M. Murphy, S. Perry, C. Searing, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk) and four members of the public.

Public Participation:

A member of the public advised that the town clock was showing the wrong time.

238.0.T24 Apologies for absence

Apologies were received from Councillor Flurry.

239.0.T24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

240.0.T24 To receive and approve the minutes of the Town Council meeting held on 27th February 2024

The minutes of the previous meeting of the Town Council, held on 27th February 2024, were presented by the Mayor.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor.

241.0.T24 Matters arising from previous minutes

The Town Clerk is meeting with Somerset Council later this month regarding the Burnham Radio Station Memorial.

Due to difficulties in moving the Princess Management Committee meeting in May, Councillor Searing has been consulted and it has been agreed to keep the date of the meeting as scheduled on 28th May.

242.0.T24 To receive Mayor's report

The Mayor read out the following report "The Civic Awards Ceremony and Service was a wonderful celebration of our compassionate community. The award winners demonstrated it beautifully. The Deputy Lord Lieutenant, Polly Marsh and High Sheriff, Rob Beckley, were both really impressed with our strong sense of community and all that we are doing to support our residents. Our charities and community groups have really stepped up to fill the service gap for the NHS and emergency services. The response has been amazing and we can be very proud of all those concerned.



**Burnham-on-Sea
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TOWN COUNCIL

The Council has now launched a Dog Fouling Prevention Campaign. This comes up at every Annual Meeting and we are pleased to be using the Keep Britain Tidy Campaign materials to support our endeavours. We will be completing surveys for 1 week every quarter rather than a month during the year. This way we hope to continue to spread the message that dog fouling is a health risk to our children and presents a bad impression on our visitors. We would welcome more involvement and so please contact the Deputy Clerk if you would like to help. It is not onerous and you do not have to clear up the mess. We spray it and count how many we find at different locations. We will then put posters up in the most effective place and inform the dog warden.

I attended the LCN meeting. I made a very useful contact and have arranged a meeting with Sunita Mills who is the Head of Transportation at Somerset Council. This should help to inform the Climate and Ecology Working Group and Highbridge Regeneration work. Councillor Hendry has kindly agreed to represent the Council on a Focus Group looking at employing a Highways Steward within the LCN.

I continue to attend the LCN Focus Group on Young People. We are auditing provision across all parishes and then we will engage with the young people themselves. It is a useful group with professionals, volunteers and councillors working together.

Subsequent to the meeting at the Bay Centre, we have arranged for the Police and 3 of the residents to join us to discuss Police strategies and how we can make people feel more confident in their personal safety.

I was very pleased to open the Highbridge Arts Festival this year. I was also invited to close the festival after the last music class. This year I also had the added dimension of volunteering during the weeks of the festival. It was good to hear volunteers explain how much they enjoyed watching children grow and develop as they attend each year. We are very lucky to have such an amazing event that draws people from as far afield as Cardiff and Frome. My thanks to all those involved in such a great community event.

Over this last month I have met the local Lions Group, the Moose International and watched 'Into the Woods' at the Princess Theatre. I have been pleased to hear many compliments about the Princess Theatre both during the Arts festival and talking to the theatre group who now use the Princess for their performances. They are impressed with the professional support that they receive and the effective organisation of the theatre. My thanks go to the theatre staff who work so hard to provide that service".



243.0.T24 To receive report from the Police

No report was provided. Sergeant Hardaway will be attending the Annual Towns meeting in April.

244.0.T24 To receive any reports from Somerset Councillors

There were no reports provided at the meeting. Somerset Councillors advised they would be circulated later in the week.

245.0.T24 To receive minutes of previous committee meetings

Planning Committee Meeting 21st February and 13th March

No questions were raised.

Finance & Resources Committee Meeting 18th March

No questions were raised.

Town Improvements Committee Meeting 25th March

The main topic of discussion was dog bins. No questions were raised.

246.0.T24 To receive list of payments up to 22nd March 2024

The attached list of payments was received and noted and no queries raised.

247.0.T24 To receive Town Council Accounts and earmarked reserves reports for month of February 2024

The accounts for February were received and no queries raised.

248.0.T24 To receive reports from town councillor representatives appointed to outside bodies

Councillor Millard had attended a meeting of the Morland Hub Trustees. The application for The Hub to become a CIO has been submitted.

249.0.T24 To receive Working Group update reports

- Better BOS – Members of the group have generated some ideas for the long term vision for the town, but would like to both test these thoughts and generate further ideas from people and businesses in the town. The group wish to work collaboratively with other groups and organisations working to improve the town.

An open event is being planned, currently pencilled in for 28th April to share ideas and bring people together. The format will be a “walk-in” forum where participants can spend any length of time they wish reviewing learnings and ideas to date and inject their own thoughts. Specific invitations will go to groups that have a direct interest in the work, but anyone will be welcome to come along and participate.



The group is still planning to set up as a CIC but is reviewing the proposed constitution with respect to membership. New members and associates are needed, as unfortunately, a couple of founder members have had to withdraw. The group wish to involve a diverse group of stakeholders and utilise as much expertise as possible in order to drive the work, so we are seeking a more open structure to accommodate this.

The initial audit of the town centre has largely been brought together in one document and analysis and summarisation of findings is ongoing.

- Climate and Ecology – Burnham and Weston Solar Energy have acquired funding for a retrofit programme.

The Climate Adaptation Plan is out for consultation and will be brought to the Town Council when that process is complete.

- Princess Theatre – The Working Group have been looking at how different theatres are owned, managed and financed. Three members of the group visited The Blakehay and Brewhouse Theatres and will be arranging a visit to The Marine Theatre.

250.0.T24 To consider request from the Climate and Ecology Working Group for the Council to host an Eco Festival on 1st June 2024 in the Apex Park

A lot was learnt from organising last year's event. The maximum expenditure will be £500 this year. Questions raised were answered by Councillor Millard.

Resolved that the Council agree to organise an Eco Festival on 1st June, to be held in the Apex Park, to be funded from the Climate & Ecology budget.

251.0.T24 To consider the report from the Office Accommodation Working Group

The report was considered.

Resolved that the Town Council will not pursue the purchase of the former SS&L building in Princess Street. An architect is to be appointed to produce plans for reconfiguring and upgrading of the Jaycroft Road Offices, to be paid from the maintenance earmarked reserve.

252.0.T24 To consider the CCTV report

The CCTV is a valued service and the Council need to find a way to work with Somerset Council to keep the cameras working.



A lengthy discussion took place and concerns were raised regarding some cameras not working, the current budget available and the cost of future repairs.

Resolved that the Town Council will commit to a three year agreement, and the Town Clerk be delegated to negotiate with Somerset Council for this year's contribution to be within the allocated budget. All cameras must be working at the start of the contract.

253.0.T24 To consider the report from the Growing Group

An overview of the proposals was given and examples of the plants were shown. Councillor Perry and Mr Perry were thanked for all their research. The community involvement was also acknowledged.

Before Burnham and Highbridge in Bloom joined together, several planters were purchased and were put in storage by the District Council. The Town Clerk will look into this.

Resolved that Burnham and Highbridge in Bloom are given permission to plant and maintain the two Town Council flowerbeds in Highbridge for one year and can acknowledge sponsorship of the beds using plaques.

Resolved that the Town Council should seek permission from Somerset Council to plant and maintain the seven flowerbeds on the Esplanade for one year. That a maximum of £5,7820 is allocated from the devolution of services budget for the purchase of sustainable plants and associated sundries.

254.0.T24 To approve the Planning Committee's recommended response to the Levelling Up, Housing and Communities change to various permitted development rights consultation

Resolved the proposed response is approved subject to the following changes;

Question 7 – change to No.

Question 40 – Change to Don't know.

255.0.T24 To agree the committee meeting schedule for the 2024-2025 civic year

The April-June meeting dates were approved at the meeting held on 27th February 2024.

Resolved that the meeting scheduled is approved, subject to the amendment to the Finance and Resources Committee meeting in August.

256.0.T24 To approve disbanding the Youth Council Committee

Councillor Millard advised that this is the wrong set up for the young voices and an online youth forum will be considered in the future.



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TOWN COUNCIL

Resolved that the Youth Council Committee is disbanded.

257.0.T24 Date of next meeting

The next meeting of the Town Council is scheduled for 13th May 2024 at 7 pm.

258.0.T24 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

259.0.T24 Play area equipment contract

The Town Clerk gave Council an update on the contract.

Resolved that the proposed settlement is approved and that the Town Clerk seeks a response from the CIM funders.



Minutes of a meeting of the Towns Improvements Committee held on 25th March 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors J. Warren (Chair), P. Clayton, M. Murphy, C. Searing, B. Vickers.

In attendance: K. Noble (Town Clerk) and four members of the public.

Public Participation:

A member of the public asked if the issues raised at the recent Finance and Resources Committee regarding the bus shelters had been looked into.

Another member of the public reminisced about the Committee and its achievements and thanked all those who had been part of the Committee over the years.

110.0.I24 Apologies for absence

Apologies were received from Councillors Gudka, Facey and Wynn.

111.0.I24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

112.0.I24 To receive and approve the minutes of the Towns Improvements Committee meeting held on 22nd January 2024

The minutes of the previous meeting of the Towns Improvements Committee meeting held on 22nd January 2024, were presented by the Chair.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman.

113.0.I24 Matters arising from previous minutes

The continental market had withdrawn the request to hold a market in Burnham-on-Sea this year, but may submit a request next year.

The order had been placed for a dog bin to be sited on the lane leading to St Joseph's School. However, Somerset Council have requested that local residents are consulted before it is installed.

114.0.I24 To receive the Chairmans report

The Chairman stated that the Committee had undertaken a lot of good for the towns and hoped it would continue through the Council.

115.0.I24 To receive report from the Town Rangers

The SIDs being installed were welcomed.

The report was noted.

Signed by Chair..... Date.....



116.0.I24 To note the most recent committee income and expenditure report

A concern was raised regarding the towns' floral displays and the budget available.

117.0.I24 To note the most recent footfall and vacancy reports

The footfall report was noted.

A member of the public advised the Committee that the MRI Springboard had withdrawn its service, so the comparison data for the vacancy reports is no longer available. The local data would still be collated.

118.0.I24 To receive update regarding D-Day 80/Armed Forces Day 2024 and agree any further events/purchases

The Royal British Legion are organising an event on 15th June at Oaktree Arena Grounds and have requested that, due to the number of personnel involved, the Armed Forces Day Parade be incorporate into this event and a separate parade is not held this year, which the Committee agreed.

Brit Chips will have a D-Day Special on 6th June and Councillor Warren is encouraging other chip shops to take part and to donate monies raised to the Royal British Legion.

A D-Day flag is now available, which could be flown for one week from 9am on 6th June.

Resolved that two suitably sized D Day flags are purchased at a maximum cost of £57.60 to be taken from the events budget.

To coincide with lighting of the beacon the Committee considered providing music.

Resolved that the town band is asked to play on 6th June for one and half hours (1 hour before and 30 minutes after the beacon is lit), at a maximum cost of £300 to be take from the events budget.

119.0.I24 To consider replacing dog bin at St Johns Road alley instead of relocation

Alternative locations had been considered and none were found to be suitable.

A discussion took place whether the bin should be taken away or replaced. The current bin in is poor repair and the lid doesn't fit, which is part of the problem.

Resolved that the bin should be replaced at a maximum cost of £384.50.

120.0.I24 To confirm renewal of annual contract for Town Centre Football Counters for 2024/25

Resolved that the contract is renewed for one year at a cost of £1,896 and reports are continued to be monitored.



Minutes of a meeting of the Planning Committee held on 3rd April 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: A. Elrick (chair) B. Vickers, J. Warren, P Wynn, R. Baker

In attendance: Elaine Dutton, Deputy Town Clerk, and 2 members of the public

Public Participation:

There were no representations made.

156.0.P24 To receive apologies for absence

Apologies for absence were received from Councillors Clayton, Flurry and Metcalfe.

157.0.P24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

158.0.P24 To receive and approve the minutes of the Planning meeting held on 13th March 2024

The minutes of the previous meeting of the Planning Committee, held on 13th March 2024, were presented to the Chairman.

Resolved that the minutes to be taken as read, confirmed and signed by the Chairman.

159.0.P24 To consider the following Planning Applications, copies of which are available from: https://sdc.somerset.gov.uk/planning_online

159.1.P24 Planning application number: 11/24/00006/STP

Proposal: Internal renovations to facilitate the installation of a mezzanine floor and rooflights to the east and west elevations

Location: Gospel Tabernacle Evangelical Church, Burnham Road, Highbridge

Resolved to support this application.

Signed by Chair.....

Date.....



159.2.P24 Planning application number: 11/24/00009/POA

Proposal: Erection of canteen and storage buildings on site of existing (to be demolished) with link to existing building

Location: 2 Bolton Close, Highbridge

Resolved to support this application.

159.3.P24 Planning application number: 11/24/00018/PO

Proposal: Erection of a single storey extension to the front south-west elevation

Location: 9 Holm Close, Burnham-on-Sea

Resolved to support this application.

159.4.P24 Planning application number: 11/24/00019

Proposal: Erection of a detached garage to north of property

Location: 25 Rectory Road, Burnham-on-Sea

Resolved to support this application.

159.5.P24 Planning application number: 11/24/00021/STP

Proposal: Erection of a single storey side extension to south elevation partially on site of existing (to be demolished) and installation of a new roof with increase in ridge height. The addition of a first floor and dormer windows to the east and west elevation

Location: 24 Margaret Crescent, Burnham-on-Sea

Resolved to support this application.

159.6.P24 Planning application number: 11/24/00023/FHY

Proposal: Erection of a detached double garage on site of existing (to be demolished)

Location: 1 Herbert Road, Burnham-on-Sea

Resolved to support this application.

160.0.P24 To consider a response to the government consultation on an accelerated planning system for recommendation to Town Council

Resolved that Cllrs Vickers and Baker are appointed to consider the response to the consultation for recommendation to Town Council.

161.0.P24 To consider the following appeal:

Appeal reference: APP/E3335/W/24/3336741

Planning application number: 11/23/00089

Proposal: Formation of driveway including dropped kerb

Location: 94 Love Lane, Burnham-on-Sea



Resolved to withdraw the previous decision to support, after discussions the decision is to to object on the grounds that there is not adequate provision for the manoeuvring of vehicles and would result in having to reverse onto the highway causing a potential accident.

162.0.P24 The following applications are to note only:

Prohibition of right turn order 2024 – Barley Street onto Isleport Lane, Highbridge

For avoiding danger to persons or other traffic using the road or for preventing the likelihood of any such danger

Temporary 6 month closure of the right of way AX32/35 from 18th March 2024

Order prohibiting all traffic from proceeding along part of the footpath AX32/35 from its junction with BW13/31 near the River Brue to the east of the railway bridge whilst works are being conducted on a redundant gas pipe

The applications were noted.

163.0.P24 Date of next meeting

The next meeting of the Committee is scheduled for 24th April 2024 at 7 pm.



Minutes of a meeting of the Princess Management Committee held on 4th April 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors S. Perry (Chair), R. Baker, P. Clayton, R. Keen, C. Searing, J. Warren

In attendance: K Noble (Town Clerk), J Hook (Theatre Manager) and one member of the public

Public Participation:

95.0.M24 Apologies for absence

Apologies for absence were received from Councillors Flurry and Vickers.

96.0.M24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

97.0.M24 To receive and approve the minutes of the Princess Management meeting held on 8th February 2024

The minutes of the previous meeting of the Princess Management Committee, held on 8th February 2024, were presented by the Chair.

Resolved that the minutes be taken as read, confirmed and signed by the Chair.

98.0.M24 Matters arising from previous minutes

There were no matters arising.

99.0.M24 To receive the Chairs report

The Working Group, set up by the Council to review how other theatres are managed, visited two theatres recently, as reported at the Town Council meeting on 2nd April.

100.0.M24 To receive the Princess update report

The Theatre Manager gave an overview of the report. Since the report was produced, more tickets had been sold for Into the Woods and the two shows in April. Several questions were raised and answered.

There is a good range of shows now scheduled until the end of the year.

The Theatre Manager confirmed that the promoters of the Tina Turner Experience had cancelled the show. Hansel and Gretel's performances, which were predominately aimed at school attendance were cancelled as



the re-arranged date didn't allow enough time for schools to plan this into their schedules.

It was noted that the ticket sales for the King Alfred's production of Sister Act are selling extremely well.

The ticket sales for the Comedy Network vary each month and going forward it might be better to hold them bi-monthly.

The Highbridge Festival of Arts not only sold a lot of tickets, there were also 700 individual entrants and 31 schools and ensembles. Congratulations were given to the festival organisers and positive feedback had been received about the Theatre and staff. The staff were thanked for their hard work.

It was suggested that the Theatre could work with Age UK with regards to the senior sessions.

The new brochure will be distributed shortly.

A discussion regarding closing the Theatre on Mondays was considered, as detailed in the report.

Resolved that the Theatre can close on Mondays when there are no bookings.

101.0.M24 To note the most recent committee income and expenditure report

A query was raised regarding the donations and it was confirmed that when tickets are purchased there is an option to donate.

The report was noted.

102.0.M24 To receive update on the implementation of the Theatre review recommendations

It was noted that a lot of progress had been made. Members of the Committee should advocate the Theatre.

The report was noted.

103.0.M24 To consider purchasing of café equipment and furniture

The Theatre Manager has inspected the furniture which is all in good condition.

A query was raised regarding the electrical items being PAT tested and it was confirmed they would be done if they haven't already been tested. It was also confirmed that the till was owned by the Council.

Resolved that the café furniture and equipment listed in the report is purchased at a cost of £1,380 to be paid for from the maintenance budget.

104.0.M24 To consider report regarding temporary café/bar arrangement

That Theatre Manager gave an overview of the report and reiterated the need for a bar service for shows. A lengthy discussion took place.



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Resolved that delegated authority is given to the Town Clerk and Theatre Manager to appoint an interim operator. The interim operator would pay 15% commission on their net sales in the first month, with an additional £200 in the months following.

105.0.M24 Date of next meeting

The next meeting of the Committee is scheduled for 28th May 2024 at 7pm.

106.0.M24 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

107.0.M24 To approve storage unit lease

Resolved that a lease is approved for the Burnham and District Pantomime Society to use storage unit 2.

108.0.M24 To consider freelance technician services contract

Resolved that the Committee award the Freelance Technicians Services Contract to Bravo Events Ltd for 1 year, as set out in the report.



Minutes of a meeting of the Planning Committee held on 24th April 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors A. Elrick (Chair), P. Clayton, J. Flurry, B. Metcalfe, B. Vickers, J. Warren, P. Wynn

In attendance: Elaine Dutton, Deputy Town Clerk, and 2 members of the public

Public Participation:

There were no representations made.

164.0.P24 To receive apologies for absence

Apologies for absence were received from Councillor Baker.

165.0.P24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

166.0.P24 To receive and approve the minutes of the Planning meeting held on 3rd April 2024

The minutes of the previous meeting of the Planning Committee, held on 3rd April 2024, were presented to the Chairman.

Resolved that the minutes to be taken as read, confirmed and signed by the Chairman.

167.0.P24 To consider the following Planning Applications, copies of which are available from: https://sdc.somerset.gov.uk/planning_online

167.1.P24 Planning application number: 11/24/00022/STP

Proposal: Variation of condition 2 of planning permission application No. 11/22/00017 (proposed redevelopment of land for 3no. commercial units (use class B2, B8, Eg(i)) and associated works.) to amend the approved plans listed in schedule A to reflect changes to the approved scheme

Location: 1 Hooper Close, Highbridge

Resolved to support this application.

167.2.P24 Planning application number: 11/24/00024/STP

Proposal: Application to determine if prior approval is required for a proposed change of use from commercial, business and service (use class E) to mixed use including up to two flats (use class C3)

Location: 75 High Street, Burnham-on-Sea

Signed by Chair.....

Date.....



Resolved to support this application.

167.3.P24 Planning application number: 11/24/00030

Proposal: Erection of a single storey extension to the side (east) elevation

Location: Tudor Lodge Residential Care Home, 8 Brightstowe Road, Burnham-on-Sea

Resolved to support this application.

167.4.P24 Planning application number: 25/24/00005/LE

Proposal: Erection of a rear (east) extension part on site of existing storage unit (to be demolished)

Location: Unit 22, Evercreech Way, Highbridge

Resolved to support this application.

168.0.P24 The following applications are to note only:

11/24/00026 - Marlborough Court, Burnham-on-Sea

Notice of intent to install fixed line broadband apparatus consisting of 1 no. wooden pole. Ref: WFKCVF2D

11/24/00027 - Balmoral Drive, Burnham-on-Sea

Notice of intent to install 9m fixed line broadband apparatus. Ref: WFJWTH3F

11/23/00130 - 50 Thorndike Way, Burnham-on-Sea

Erection of detached outbuilding to be used as a home salon

The applications were noted.

169.0.P24 Date of next meeting

The next meeting of the Committee is scheduled for 15th May 2024 at 7 pm



Minutes of a meeting of the Finance and Resources Committee held on 29th April 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors G. Gudka (Chair), R. Baker, P. Clayton, A. Elrick, M. Facey, R. Keen, S. Perry, C. Searing, B. Vickers

In attendance: K. Noble (Town Clerk), N. Brookes (RFO) and four members of the public

Public Participation – There were no representations made. It was agreed that the representative from CADs would answer any questions when the grant application is discussed.

161.0.F24 To receive apologies for absence

Apologies were received from Councillors Matthews and Metcalfe.

162.0.F24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

163.0.F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 18th March 2024

The minutes of the previous meeting of the Finance and Resources Committee, held on 18th March 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 18th March 2024 were approved as an accurate record and signed by the Chairman.

164.0.F24 Matters arising from previous minutes

A query regarding grants would be covered later in the agenda.

A question was raised if the investments had now been completed, it was confirmed that the investments will be made once the precept had been received.

165.0.F24 To receive for information minutes of sub-committees

No meetings had taken place.

166.0.F24 Chairman's report

Items would be covered during the meeting.

Signed by chair.....

date.....



167.0.F24 To receive the list of payments up to 17th April 2024

A query was raised regarding the purchase of a television. It was confirmed this was for the Highbridge Community Centre for a new media suit and was purchased with the CIL monies that were expiring.

The list of payments attached to these minutes were noted.

168.0.F24 To approve the bank reconciliation for March 2024

A query raised regarding the interest was answered by the RFO.

Resolved the bank reconciliation was approved and signed by the Chairman.

169.0.F24 To review the Risk Management Policy

The RFO had highlighted some amendments on the circulated report.

The Chairman stated that agreements are being put in place for services provided by Somerset Council and the delivery of services will need to be monitored.

Resolved that the updated policy is approved.

170.0.F24 To consider the floral displays report

The Chairman gave some background information and an overview of the report.

A list of the flowerbeds that are not being planted by Somerset Council was requested.

The Growing Group are a small number of volunteers who will be planting the flowerbeds on the Esplanade and are also working with Burnham and Highbridge in Bloom to plant the two flowerbeds by the Highbridge Community Centre.

Due to the late notification of the cancellation of the service, the Town Council is limited on what it can do. Management of floral displays will be considered going forward.

Resolved that the Committee ratified the decision to purchase the hanging baskets and watering of them at a cost of £1,880. The Committee approve the allocation of remaining floral displays budget for the watering of the flowerbeds on the Esplanade and agree to exceed the budget by up to £1,000.

Resolved that the exploring the option for sponsorship of floral displays is approved.



171.0.F24 To consider renewal of the Rural Market Town Group subscription
Resolved that the subscription is not renewed.

172.0.F24 To receive the grants update from 2023/24 budget allocation

The RFO confirmed that all grant monitoring forms due had now been received. Three grant monitoring forms are due back at the end of September.

£2,003 of unspent grant funds had been returned, so the grant allocation total for 23/24 was £30,328.

Six applications have been received for the current grant application round.

Councillors requested that the grant applications deadline be re-advertised.

173.0.F24 To consider grant application from CADS for £2,500 towards costs for Music in the Park events to be held in May, June and July 2024

It was noted that the agreed maximum grant allocation this year would be £2,000.

Resolved that a grant allocation of £2,000 is awarded.

(One member of the public left the meeting at this juncture)

174.0.F24 To receive verbal update regarding Health and Safety

The Town Clerk advised the Committee that Worknest had carried out a health and safety inspection on 4th March 2024 and the reports had now been received. Full copies of the reports are available for Councillors on the portal.

The general council report had a score rating of 99% which gives an overall risk rating of trivial. There were five items to be addressed, two have been complete and the remainder are due to be completed by 31st August 2024.

The Princess Theatre scored a risk rating of 91%, which is an overall risk rating of tolerable. Twenty eight items are to be addressed, none with immediate action.

There had been a significant improvement on the scores, which had been achieved by the hard work of the Deputy Clerk.

The Committee thanked the Deputy Clerk.

(Councillor Baker left the meeting at this juncture)

175.0.F24 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 3rd June 2024 at 7 pm.



176.0.F24 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

177.0.F24 To make a decision regarding allotment tenancy issue

The Town Clerk gave some background information regarding the historic issue.

Resolved that the current tenancy agreement for Plot 9A can continue at the Highbridge Allotments.

DRAFT

Invoices paid 17/04/24

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
02/04/2024	21CC Group Ltd	INV-416833	D-Day Beacon	£549.00	£109.80	£658.80
27/03/2024	Ailsa Barrett	001	Costume rails			£60.00
31/03/2024	Amazon	GB4IHT0QABEI	Smart TV for Community Centre	£506.75	£101.35	£608.10
28/03/2024	Amazon	INV-GB-100145641-2024-1302	TV brackets for Community Centre	£47.21	£9.45	£56.66
28/03/2024	Amazon	INV-GB-172203951-2024-2418	Picture hanging system	£46.64	£9.34	£55.98
26/03/2024	Amazon	INV-GB-389793585-2024-272	food thermometer	£20.82	£4.16	£24.98
28/03/2024	Amazon	INV-GB-1768055535-2024-67	DJ light with stand for Community Centre	£76.37	£15.28	£91.65
30/03/2024	Amazon	INV-GB-1768055535-2024-69	Stage light for Community Centre	£72.20	£14.45	£86.65
31/03/2024	Biffa	308C55343	waste collection - PT	£269.24	£53.85	£323.09
27/03/2024	BK Safetywear	BK118853	PPE work trousers - Rangers	£101.41	£20.29	£121.70
29/03/2024	Bravo		788 Technician extra hours	£700.60	£140.12	£840.72
27/03/2024	Burnham-on-Sea.com	BS1729	job posting - seasonal Cemeteries worker			£50.00
22/03/2024	V Jones		6427 leak in Cemetery workshop			£45.00
20/03/2024	CRS	30503667734	Cement	£24.63	£4.93	£29.56
28/03/2024	Severn Community Rail Partnership		1042 Feasibility study - HB Station			£4,500.00
28/03/2024	ITEC	974846	photocopier services	£22.56	£4.52	£27.08
31/03/2024	Lyreco	0018_6723773894	stationery cupboard, stationery & stamps	£453.47	£70.69	£524.16
31/03/2024	Lyreco	0018_6723773895	stationery cupboard replacement	£336.93	£67.39	£404.32
31/03/2024	Lyreco	CN0018_672377756	faulty stationery cupboard return	-£336.93	-£67.39	-£404.32
25/03/2024	Proper Job	Z0009T03-1487410	LED bulb	£3.32	£0.67	£3.99
03/04/2024	Purnells		126819 small banner - PT	£25.00	£5.00	£30.00
01/04/2024	Rialtas	SM28912	Omega software support & maintenance for 24-25	£1,221.00	£244.20	£1,465.20
01/04/2024	Rialtas	SM28913	Cemeteries software support & maintenance for 24-25	£580.00	£116.00	£696.00
01/04/2024	Rialtas	SM28914	Bookings software support & maintenance for 24-25	£444.00	£88.80	£532.80
01/04/2024	Rialtas	SM28915	MTD annual subscription	£110.00	£22.00	£132.00
01/04/2024	Sansum	INV-11407	Cleaning - TC	£289.94	£57.99	£347.93
27/03/2024	Toolstation	XWW606574665	disposable face mask	£4.74	£0.95	£5.69
26/03/2024	Toolstation	XWW605333541	Rotary hammer drill & misc small tools	£331.66	£66.33	£397.99
01/04/2024	Business Waste	P1361209	Paper waste - TC	£23.76	£4.76	£28.52
05/04/2024	Amazon	GB4CB2EABEY	leaflet holder - PT	£10.82	£2.16	£12.98
01/04/2024	Double Brace	SI-2608	annual premium web hosting - PT	£250.00	£50.00	£300.00
05/04/2024	Hellends Kitchen	BHTC10	Café furniture & equipment			£1,380.00
02/04/2024	Iris	INV-ISL-0442118	payroll services	£112.61	£22.52	£135.13
21/03/2024	James Hallam	531895972	2024 cyber insurance renewal			£1,018.59
27/03/2024	James Hallam	532071802	2024 Commercial Combined insurance renewal			£16,913.38
27/03/2024	James Hallam	532073514	2024 ERS Commercial Motor insurance renewal			£628.60
27/03/2024	James Hallam	532074848	2024 Group Personal Accident insurance renewal			£476.72

04/04/2024	James Hallam		532311740	Increasing Regalia sum insured				£97.93
08/04/2024	Bravo		802	Technician Comedy Network & American Highway	£280.00	£56.00		£336.00
31/03/2024	Business Waste	P1369921		Paper waste - TC	£0.84	£0.17		£1.01
05/04/2024	Business Waste	P1370544		Waste - BR Cemetery	£52.50	£10.50		£63.00
05/04/2024	Business Waste	P1370547		Waste - Burnham Cemetery	£52.50	£10.50		£63.00
05/04/2024	Business Waste	P1370761		Waste - Burnham Cemetery	£35.00	£7.00		£42.00
05/04/2024	Business Waste	P1370766		Waste - BR Cemetery	£35.00	£7.00		£42.00
15/03/2024	Initial		60442043	hygiene waste - PT	£1,559.14	£311.83		£1,870.97
02/04/2024	Lyreco	CN0018_6723777818		React task chair - return	-£172.30	-£34.46		-£206.76
01/04/2024	Proximity Futures		3429	12 month support & maintenance Geo-Sense Footfall Counters	£1,896.00	£379.20		£2,275.20
29/03/2024	SALC	INV-3006		Councillor Essentials part 1				£25.00
29/03/2024	SALC	INV-3061		Councillor Essentials part 2				£25.00
05/04/2024	South West Councils	0000070041		Associate Membership subscription	£499.00	£99.80		£598.80
26/03/2024	Toolstation	X01605341454		small tools	£103.12	£20.63		£123.75
26/03/2024	Toolstation	X0260534145		Circular Saw	£118.73	£23.75		£142.48
04/04/2024	WODS	SI-1957		settlement for Into The Woods show				£1,335.60
15/04/2024	Worknest	SINV063977		Health & Safety Core - Year 2	£2,299.50	£459.90		£2,759.40
05/04/2024	Spot-on-Supplies		31657302	cleaning supplies - PT	£171.97	£34.39		£206.36
10/10/2024	Amazon	GB4CX5ABEY		noise cancelling headset -PT	£24.13	£4.82		£28.95
14/04/2024	Avalon	02097		Comedy Network show fee - April	£650.00	£130.00		£780.00
08/04/2024	BE Furniture		504832	3m varnished table -PT	£1,075.00	£215.00		£1,290.00
09/04/2024	Burnham-on-Sea.com	BS1740		job posting - seasonal Cemeteries worker				£35.00
09/04/2024	KJ Cleaning Services	PrincessT009		Cleaning -PT - Match 2024				£600.00
06/04/2024	The Fleetwood Mac & Tom Petty Legacy	06.04.24		American Highway Classic Rock settlement				£1,511.08
10/04/2024	Kraken Cleaning Limited	PT088		Gutter clearance - PT	£800.00	£160.00		£960.00
09/04/2024	Business Waste	P1371366		Waste - Highbridge Cemetery	£35.00	£7.00		£42.00
09/04/2024	Business Waste	P1371367		Waste - Highbridge Cemetery	£35.00	£7.00		£42.00
08/04/2024	Microshade		19159	IT Services	£931.51	£186.30		£1,117.81
09/04/2024	Mr Parfitt	09.04.24		Grave digging services				£912.00
02/04/2024	Proper Job	Z0009T02-506894		hooks	£3.22	£0.65		£3.87
09/04/2024	Proper Job	Z0009T02-508929		batteries/castors	£10.68	£2.15		£12.83
10/11/2023	Ballet Theatre UK Ltd	INV-3904		show settlement				£627.00

Cashbook payments

Sedgemoor Community Partnership

refund for table & lighting

£1,309.44

£51,682.37

Invoices to be paid 01/05/2024

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
17/04/2024	Julie Meikle	Jan-Mar	Community Choir - PT			£450.00
17/04/2024	BK Safetywear	BK119121	PPE - workwear Rangers	£101.41	£20.28	£121.69
11/04/2024	Bravo		804 Technician - SYT	£140.00	£28.00	£168.00
12/04/2024	Business Waste	P1373052	Cemeteries - waste	£17.50	£3.50	£21.00
11/04/2024	Delta Services GB Limited		66 scaffolding reversible ladder	£37.90	£7.58	£45.48
04/04/2024	JRB		26759 dog poo bags	£108.55	£21.71	£130.26
16/04/2024	Lyreco	6723783763	React task chair	£172.30	£34.46	£206.76
17/04/2024	Screwfix	1486425429	Dorguard retainer	£97.49	£19.50	£116.99
17/04/2024	Screwfix	1486425437	Fire & smoke door seals	£29.16	£5.83	£34.99
17/04/2024	Screwfix	1486425445	Fire & smoke door seals	£29.16	£5.83	£34.99
22/04/2024	Toolstation	XWW612568264	line marking spray paint	£18.37	£3.67	£22.04
15/04/2024	Toolstation	XWW623411178	line marking spray paint	£28.41	£5.68	£34.09
16/04/2024	TWC		89 window cleaning - PT			£48.50
08/04/2024	V Jones	6432	replace external taps - Cemeteries & Allotments			£145.00
12/04/2024	Vantech Commercials Ltd	3654	MOT Rangers van			£54.85
						£1,634.64

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
16/04/2024	Proper Job	Z0009T03-1491776	hasp & staple	£1.07	£0.22	£1.29
17/04/2024	Proper Job	Z0009T02-511415	trowels & jointer - Rangers	£6.02	£1.22	£7.24
18/04/2024	Proper Job	Z0009T02-511815	drill bits	£2.49	£0.50	£2.99
19/04/2024	Screwfix	1487222602	drill bit set x 3	£34.15	£6.82	£40.97
21/04/2024	Amazon	GB4EXU8ABEY	H&S labels - PT	£20.47	£4.10	£24.57
22/04/2024	ITEC	980521	photocopier services	£22.57	£4.51	£27.08
22/04/2024	CRS	0305-03751851	Building sand x 5 Highbridge Flower Bed	£17.35	£3.47	£20.82
22/04/2024	Essex County Council	1020777939	DBS check admin fee - Councillors	£10.00	£2.00	£12.00
24/04/2024	Bravo	705	Peavey 1500w Stereo Amplifier	£140.00	£28.00	£168.00
24/04/2024	Bravo	811	Audio belt pack	£173.98	£34.80	£208.78
25/04/2024	Highbridge Community Hall Trust	25.04.24	hire of room			£27.00
26/04/2024	Local Reach	INV-12403	advertising - TC meeting dates - paid 01/05/24	£178.00	£35.60	£213.60
26/04/2024	J&R Food Service Ltd	107364	ice-creams Princess Theatre	£302.68	£60.53	£363.21
26/04/2024	Rialtas	31628	year-end shutdown	£868.00	£173.60	£1,041.60
26/04/2024	Vapor Clean Ltd	OR 1245	Kitchen extractor deep clean - PT	£437.66	£87.53	£525.19
28/04/2024	Amazon	GB4FWTQABEY	first aid kit top up	£11.79	£2.35	£14.14
28/04/2024	Amazon	INV-GB-1488769595-2024-3988	first aid kit top up	£6.66	£1.33	£7.99
28/04/2024	Amazon	INV-GB-1488769595-2024-4024	first aid kit top up	£13.32	£2.66	£15.98
29/04/2024	Bravo	810	Technician - Sister Act & hire sub-woofers	£800.00	£160.00	£960.00
29/04/2024	KJ Cleaning Services	PrincessT0010	Cleaning - PT			£756.00
30/04/2024	Biffa	308C58606	Waste collection - PT	£306.01	£61.20	£367.21
30/04/2024	Business Waste	P1391451	Waste collection - Cemeteries excess	£3.08	£0.62	£3.70
30/04/2024	Business Waste	P1391708	Waste collection - Cemeteries excess	£16.06	£3.21	£19.27
30/04/2024	Iris	INV-ISL-0469794	payroll services	£112.61	£22.52	£135.13
30/04/2024	Lyreco	0018_6723798375	stamps & stationery	£184.93	£28.49	£213.42
30/04/2024	RJ Lifts Group Ltd	267033	LOLER contract - PT	£402.21	£80.44	£482.65
01/05/2024	Business Waste	P1382280	Waste collection - Cemeteries	£35.00	£7.00	£42.00
01/05/2024	Business Waste	P1382454	Waste collection - Cemeteries & TC	£93.76	£18.76	£112.52
01/05/2024	Sansum	INV-11584	Cleaning - TC	£289.94	£57.99	£347.93
02/05/2024	James Hallam	533093856	Additional insurance - Growing Group			£29.02
03/05/2024	Amazon	DOC-121839841-2024-4255	USB charger x 4			£19.80
03/05/2024	Amazon	INV-GB-173171991-2024-8568	4 x mains adapter	£23.28	£4.68	£27.96
03/05/2024	BKSafetywear	BK119385	PPE	£166.52	£20.87	£187.39
06/05/2024	Amazon	GB4HP88ABEY	window cleaning scrims - bus shelters	£17.33	£3.48	£20.81
	Somerset Council	Apr-24	pension payment			£8,318.89
	Macbeth Funeral Services		refund overpayment			£110.00
	CADS		grant funds for 2024 event - approved F&R 29.04.24			£2,000.00
						<u>£16,876.15</u>

Community Infrastructure Levy (CIL)

The Council received the following CIL requests for the purchase of equipment. The CIL contributions had to be spent by 31st March 2024.

The Town Clerk, in consultation with the Mayor and Chair of the Finance and Resources Committee, approved the following expenditure

Tables & lighting for the Morland Hub £1,309.44

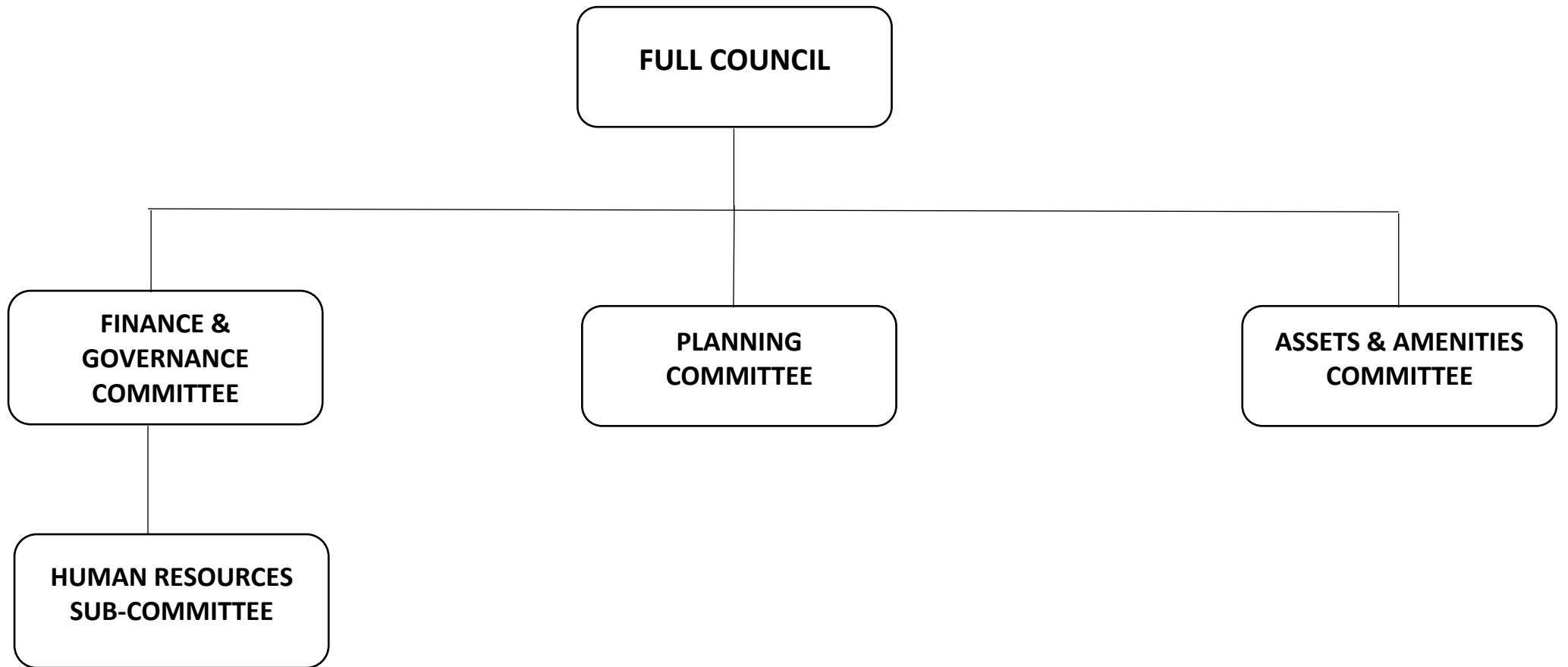
TV and lighting equipment for a new media suite at the Community Centre £702.53

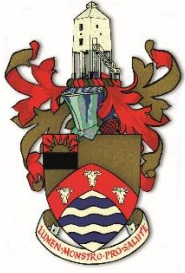
The Council are asked to ratify the expenditure of £2,011.97.

There is currently £3,224 that needs to be spent urgently.

The defibrillator for Highbridge has been purchased and the Memorandum of Understanding has now been signed by the YMCA, so the defibrillator will be installed by the end of the month. The installation of the defibrillator will be approx. £400 (already approved).

Council are asked to approve the expenditure for a replacement bench on the Poplar Estate in Highbridge at a maximum cost of £700.





**Burnham-on-Sea
& Highbridge**

TOWN COUNCIL

274.0.T24

Committee Terms of Reference & Scheme of Delegation

Date Adopted:

Review Date: Annually

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Committees generally

Frequency

Committees shall meet according to the agreed schedule or as often as it deems appropriate (being not less than three times in each Town Council year) to keep abreast of developments relating to functions and authority. Meetings shall be held at Burnham-on-Sea & Highbridge Town Council offices unless that is impractical, or it is thought advisable to hold meetings elsewhere, in which case an alternative suitable venue in either Burnham-on-Sea or Highbridge shall be used.

Quorum

For all Committee meetings to proceed a quorum of three is required.

Openness

The Committee meeting will be open to the press and public in line with legislation. However, a Committee may resolve to exclude the press and public from part or all of the meeting when discussing confidential matters not in the public interest. The Committee may choose to appoint sub-committees, which are not required to be open to the press and public. Such a decision must be in accordance with the appropriate legislation and/or relevant guidance.

Minutes

Minutes of the Committee's meetings will be produced as soon as possible after the meeting and marked with a DRAFT watermark before being uploaded to the Town Council website. Draft minutes will be distributed by the Town Clerk, or as delegated by the Town Clerk, with the agenda for the next meeting. Notice of meetings, with minutes, agendas and other papers shall, be distributed to the Committee's members electronically via the Council's meeting portal and councillors notified by email. Councillor accessibility requests can be made to the Town Clerk.

Delegated authority

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved budget and Financial Regulations;
- (b) Any previous minuted decision of the Town Council;
- (c) Any matters reserved to the Town Council by law.

When matters overlap, each Committee shall liaise with other Committees as required. All Committees working with particular staff shall direct Human Resources issues to the Town Clerk in the first instance or to the Human Resources Sub-Committee Chair if the matter refers to the Town Clerk.

Matters delegated to any Committee may be referred back to Council either by the Committee or at the request of the Town Council.

Where powers or duties have been delegated to a Committee, it shall be competent for that Committee to in turn assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee.

Any action taken under delegated powers by the Town Clerk or a Sub-Committee shall be reported to the next meeting of the appointing committee for information.

The Town Clerk may, in consultation with the Chair and/or Vice-Chair of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf, deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay. Any such action will be notified to the next meeting of the appropriate Committee or Sub-Committee. In the absence of either the Committee Chair or Vice Chair, the Mayor will be consulted.

Mayor

The Mayor will have Ex-Officio rights to attend all Committee meetings without voting rights.

Budgets

Each Committee will prepare and submit its estimates and expenditure for the next financial years and its budget requirements to the Finance and Governance Committee annually by November.

Sub-Committees/Working Groups

Each Committee can set up Sub-Committees and Working Groups as required.

1 Finance & Governance Committee

The Finance and Governance Committee is the primary Committee of the Town Council and considers the broad economic needs of the towns and the financial position of the Town Council. The financial decisions and recommendations of the Committee will impact on the operations of other Committees.

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 9.

Cost Centres

To oversee the following costs centres;

100 - Management & Compliance (except those overseen by the HR Sub-Committee)

110 - Democratic & Civic

120 - Joint funding with others

130 - Grants & Donations

410 - Town Rangers

Areas of Responsibility

The Committee has delegated authority to exercise the powers of the Town Council in regard to:

- Consideration and determination of all financial matters of the Council unless otherwise delegated, with the exception of those reserved by statute.
- To take a view on the income derived from functions of other Committees and comment as required.
- Management of the Council's expenditure and budgetary controls.
- Awarding grants and donations within the agreed criteria and budget of the Town Council. (Budgets assigned to other committees shall not be used to award grants).
- To administer any lease and maintenance of any properties owned by the Town Council.
- To maintain an overview of staffing as a resource (delegated authority relating to personnel rests with the Town Clerk and Human Resources Sub-Committee).
- To monitor health & safety at town council properties and ensure a safe working environment for staff, service users and visitors.
- Approval to adopt financial policies, except those relating to key governance which are reviewed by Full Council.
- Appointment of an internal auditor.

- To review and approve the policies and policy statements of the Council that relate to property or finance, and other general policy statements.
- Monitoring of joint agreements with other authorities.
- To monitor the CCTV contract and make any financial decisions regarding maintenance.
- To award and monitor the towns Christmas lights contract.
- To monitor the financial expenditure relating to the Towns annual programme of events.

Referred Business

To make recommendations to the Town Council in regard to:

- The setting of the annual Budget and Precept.
- Allocation of CIL monies.
- Unplanned expenditure (outside of budget).
- The setting of any allowances payable to Members.
- Strategic management of property (buildings and open spaces).
- Key financial procedures and policies requiring annual review: governance documents including Standing Orders, Financial Regulations, Terms of Reference & Scheme of Delegation.
- Responses to reviews of internal audit reports.
- Consideration of any major Council civic event proposed that requires funding outside of the allocated budget.

2. Planning Committee

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 8.

Areas of Responsibility

The Committee has delegated authority to deal with the following matters:

- At three-weekly meetings, to consider all planning applications sent for consultation from Somerset Council.
- To comment on behalf of the Town Council on planning applications.
- To make recommendations on requests for street naming and highways signage.
- To deal with requests for consultation responses for street trading licenses and to deal with matters pertaining to Licensing Acts.
- To consider, offer support or try to resolve issues affecting roads, highways, development, environment raised by residents or relating to planning matters upon which the Town Council is consulted or in which to the Town Council has an interest.

Referred Business

To make recommendations to the Town Council on the following matters:

- All initial planning applications of a major strategic nature.
- All major development proposals affecting the environment of the towns' centres and the towns as a whole.
- Permanent or substantial changes to footpaths bridle ways and rights of way.
- Consultation on Local Plans, Waste and Mineral Plans and government consultation on changes to planning legislation.
- Response to all major strategic planning applications subsequent to comment by the Town Council and outline permission having been granted by the Planning Authority.

3. Asset and Amenities Committee

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 10.

Cost Centres

To oversee the following costs centres;

200 - The Old Courthouse

210 - Other Assets

300 - Allotment Highbridge

400 - TIMPS

500 - Cemeteries

600 - Princess (except those overseen by the HR Sub-Committee)

Areas of Responsibility

The Committee has delegated authority to deal with the following matters:

- Strategic management and use of property including buildings and open spaces.
- To scrutinise officer reports on services and facilities.
- To monitor town centre footfall reports.
- To oversee floral and bedding plant provision.
- To receive and review regular finance reports and budget updates.
- To consider requests from residents relating to installation of street furniture, litter and dog bins.

Princess Theatre and Arts Centre

- Setting of fees and conditions of use, provision of equipment by users of all areas of the facility.
- To receive and review regular reports from the Theatre Manager on programming and building maintenance.

Allotments

- To review the allotment rent charges by November each year.
- To review and update the Tenancy Agreement as required.

Cemeteries

- To review and update the rules and regulations retaining to interments and memorials as required.
- To review cemeteries fees and charges by November each year.

Referred Business

- Recommendations on any material changes affecting the legal status of the management of the facilities will be referred to Town Council.

5. Human Resources Sub-Committee (of the Finance & Governance Committee)

The Human Resources Sub-Committee meetings are not open to the public.

Members wishing to serve on this Sub-Committee should possess some qualifications and/or experience in the area of personnel matters. Members of the Sub-Committee will be provided with relevant training, which they will be expected to attend.

The Sub-Committee reports to the Finance & Governance Committee.

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 7.

Cost Centres

To oversee the following costs centres;

100 - Management & Compliance relating to salaries and associated payments, recruitment and training.

600 - Princess relating to salaries and associated payments and training.

Areas of Responsibility

The Sub-Committee has delegated authority to deal with the following matters:

- To oversee the recruitment of staff, carried out either by itself or in liaison with another Committee (other than recruitment delegated to the Town Clerk).
- To arrange for the execution of new employment contracts, changes to contracts and conditions of service.
- To annually review and consider the staff organisational structure and staffing levels.
- To periodically review the Employee Handbook.
- To keep under review the appointment of the Council's HR advisors.
- To liaise with the Town Clerk to determine the training and staff qualification needs of the Council for the purposes of recruitment and budget setting.
- To work with the Town Clerk in the preparation of job descriptions & person specifications.
- To review the results of performance management processes undertaken by line managers, including annual appraisals and contractual salary increments awarded.
- To carry out performance reviews, including appraisals, of the Town Clerk and Deputy Clerk.
- To monitor and address regular or sustained staff absence.

- To oversee any processes leading to dismissal of staff, including redundancy as approved by the Town Council.
- Agree schemes for the employment of people under apprenticeship, job creation and youth training programmes.
- To determine and approve the pay scales and grading of all posts, within agreed budget.
- To keep under review staff working conditions and matters of health & safety.
- To approve and adopt HR policies and to approve general policy statements.

Referred Business

To make recommendations to the Finance & Resources Committee on the following matters:

- On staffing matters outside of agreed budgets.
- For changes to the staffing organisational structure & staff levels.
- To make any recommendations for changes to the pension policy.
- To make recommendations to the Full Council on the dismissal or disciplinary action by the Sub-Committee of the Town Clerk.

6. Grievance Panel

It is the policy of the Town Council to give employees the opportunity to air and seek redress for any employment grievance they may have and the Council will aim to facilitate a speedy, fair and consistent solution. The procedure followed is determined by the policy laid down in the Employee Handbook. Meetings of the panel are not open to the public and no public notice will be given.

Membership

- Three members of the Human Resources Sub-Committee.

Areas of Responsibility

The Panel has delegated authority to deal with the following matters:

- To hear and consider any grievances raised by members of staff in accordance with the Grievance Policy contained in the Employee Handbook.

7. Appeals Panel

The Appeals Panel will be independent from any earlier procedures. Meetings of the panel are not open to the public and no public notice will be given.

The decisions of the Appeals Panel are final and are notified to the Town Council.

Membership

- Two members of the Human Resources Sub-Committee (not involved with the Grievance Panel) with the Mayor, or where this is not practical, three Members of the Town Council.

Areas of Responsibility

The Panel has delegated authority to deal with the following matters:

- To hear appeals from an employee against a decision of the Grievance Process.
- To hear appeals against a disciplinary decision according to the Disciplinary Policy as laid down in the Employee Handbook.

8. Delegations to Officers

Delegation to the Town Clerk

The Town Clerk is the Proper Officer of the Town Council and will carry out the functions of the Proper Officer as designated under the Local Government Act 1972 and any other statute requiring the designation of Proper Officer.

The following list of delegations to the Town Clerk may, if appropriate, be further delegated to the Council's officers at the discretion of the Town Clerk:

- The usual administrative clerking functions of identified standing committees.
- The general management of the Council's services in accordance with the policies determined.
- To sign any agreements, contracts, conveyances, licenses, consents, approvals, etc. on behalf of the Council.
- The management and letting of the Town Council's facilities, as agreed with the relevant Committee.
- The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the agreed budget.
- The management, development and appraisal of employees.
- The approval for payment of salary increments, under contract, based on performance reviews.
- Approval of staff to attend training courses, seminars, etc. relevant to their position within the Council, subject to agreed training budget and a six-monthly update report to the Human Resources Sub-Committee.
- Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Mayor or Deputy Mayor and to report back to the next appropriate Council meeting.
- The Council, its Committees or Sub-Committees may from time to time further delegate to the Town Clerk, or to the Town Clerk in consultation with the appropriate Committee Chair. Such delegation will be clearly minuted and reported upon.

Delegations to the Responsible Financial Officer

- The Council has, under the Local Government Act 1972, delegated day-to-day management of the budget to the Responsible Financial Officer, subject to Proper Practices and within spending limits agreed in the budget, as recorded in the Council's Financial Regulations. To include:
- Maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year;
- To rollover remaining budget to an appropriate reserve at year end where that budget is identified as needed to fund an outstanding payment or purchase. Any rollover will be reported to the next Finance & Governance Committee;

- To make arrangements to pay the salaries and wages of employees of the Council, including the payment of any annual percentage increases determined by Local Agreement of, and affecting contracts under, the National Joint Council for Local Government Services.

--End--

Burnham-on-Sea and Highbridge Town Council

Proposed Committee Membership – May 2024

			TOTAL
Finance & Governance	Ganesh Gudka	Mike Facey	9
	Mike Murphy	Peter Clayton	
	Barbara Vickers	Cath Searing	
	Alasdair Elrick	Roger Keen	
	Alan Matthews		
HR Sub-Committee	Lesley Millard	Mike Facey	7
	Ganesh Gudka	Peter Clayton	
	Barbara Vickers	Alan Matthews	
	Roger Keen		
Asset and Amenities	Lesley Millard	Peter Clayton	10
	Ganesh Gudka	Paul Wynn	
	Mike Murphy	Mike Facey	
	Ross Baker	Cath Searing	
	Ben Metcalfe	Julie Flurry	
Planning	Barbara Vickers	Peter Clayton	8
	Ross Baker	Julie Flurry	
	Lesley Millard	Paul Wynn	
	Ben Metcalfe	Alistair Hendry	

Burnham-on-Sea and Highbridge Town Council**Committee Chair proposals****Finance and Governance Committee**

Proposed Chairman Councillor Gudka

Proposed Vice Chairman Councillor Matthews

HR Sub-Committee

Proposed Chairman Councillor Facey

Proposed Vice Chairman Councillor Keen

Asset and Amenities Committee

Proposed Chairman Councillor Clayton

Proposed Vice Chair Councillor Millard

Planning Committee

Proposed Chairman Councillor Hendry

Proposed Vice Chair Councillor Vickers

Body	No. of Reps	Nomination
NALC Coastal Community Network	1	
Highbridge Festival of Art	2	
Somerset Association of Local Councils	1 + Clerk	
Town Twinning- Fritzlar Germany	1	
Highbridge Community Hall Management Committee	2	
BAY Centre	2	
Friends of Princess Group*	1 + Theatre Manager	
Sedgemoor Community Partnership (Morland Hall)	1	
Sea Cadet Corp	1	
Air Training Corp	1	
Hinkley Point Community Forum	1	
Burnham Chamber of Trade	1	
Burnham & Highbridge Abbeyfield Society?	1	
Bus Group	1	
Rural Services Network	1	
Seed Consortium	1	
BiARS Management Committee	1	
Burnham and Highbridge Community Association	1	
Better BOS	1	
Local Community Network	1 + Deputy	

*Currently not active

Submitted to Accelerated Planning System Consultation
Submitted on 2024-05-01 09:36:05

Respondent details

About You

Name:
Elaine Dutton

Organisation (if applicable):
Burnham-on-Sea & Highbridge Town Council

Position in organisation (if applicable):
Deputy Town Clerk

Email address:
deputyclerk@burnham-highbridge-tc.gov.uk

Postal address (including post-code):

The Old Courthouse
Jaycroft Road
Burnham-on-Sea
Somerset
TA81LE

Please state whether you are responding as an individual or on behalf of the organisation stated above

Organisation

Please indicate in what capacity you are responding to this consultation (please only select one)

Parish or town council

If other, please specify :

Accelerated Planning Service

Question 1. Do you agree with the proposal for an Accelerated Planning Service?

Yes

Text box for general comments. Please note that there is further opportunity to comment on the details of the proposal in the questions that follow:

Question 2. Do you agree with the initial scope of applications proposed for the Accelerated Planning Service (Non-EIA major commercial development)?

Yes

Text box for comments:

Question 3. Do you consider there is scope for EIA development to also benefit from an Accelerated Planning Service?

Don't know

If yes, what do you consider would be an appropriate accelerated time limit?:

Question 4. Do you agree with the proposed exclusions from the Accelerated Planning Service – applications subject to Habitat Regulations Assessment, within the curtilage or area of listed buildings and other designated heritage assets, Scheduled Monuments and World Heritage Sites, and applications for retrospective development or minerals and waste development?

Yes

Text box for comments:

Question 5. Do you agree that the Accelerated Planning Service should:

Question 5. Do you agree that the Accelerated Planning Service should: a) have an accelerated 10 week statutory time limit for the determination of eligible applications. If no, please confirm what you consider would be an appropriate accelerated time limit? b) encourage pre-app engagement c) encourage notification of statutory consultees before the application is made - a) have an accelerated 10-week statutory time limit for the determination of eligible applications. If not, please confirm in the text box below what you consider would be an appropriate accelerated time limit:

Yes

Question 5. Do you agree that the Accelerated Planning Service should: a) have an accelerated 10 week statutory time limit for the determination of eligible applications. If no, please confirm what you consider would be an appropriate accelerated time limit? b) encourage pre-app engagement c) encourage notification of statutory consultees before the application is made - b) encourage pre-application engagement:

Yes

Question 5. Do you agree that the Accelerated Planning Service should: a) have an accelerated 10 week statutory time limit for the determination of eligible applications. If no, please confirm what you consider would be an appropriate accelerated time limit? b) encourage pre-app engagement c) encourage notification of statutory consultees before the application is made - c) encourage notification of statutory consultees before the application is made:

Yes

If you do not agree with the 10-week time limit, please confirm what you consider would be an appropriate accelerated time limit:

Question 6. Do you consider that the fee for Accelerated Planning Service applications should be a percentage uplift on the existing planning application fee?

Yes

If yes, please specify what percentage uplift you consider appropriate, with evidence if possible:

Possibly 50%

Question 7. Do you consider that the refund of the planning fee should be:

d. none of the above (please specify an alternative option)

Please give your reasons:

A service is still provided, so part of the uplift should be refunded at 10 weeks and if still not done at 13 weeks refund uplift.

Question 8. Do you have views about how statutory consultees can best support the Accelerated Planning Service?

Please explain:

Should respond in first week.

Question 9. Do you consider that the Accelerated Planning Service could be extended to:

Do you consider that the Accelerated Planning Service could be extended to: a. major infrastructure development b. major residential development c. any other development? - a. major infrastructure development:

No

Do you consider that the Accelerated Planning Service could be extended to: a. major infrastructure development b. major residential development c. any other development? - b. major residential development:

No

Do you consider that the Accelerated Planning Service could be extended to: a. major infrastructure development b. major residential development c. any other development? - c. any other development (Please specify what in the text box below):

Don't know

If yes to any of the above, what do you consider would be an appropriate accelerated time limit? Please also use this text box to specify any other types of development the Accelerated Planning Service could be extended to.:

This should be referred to an expert to answer.

Question 10. Do you prefer:

a. the discretionary option (which provides a choice for applicants between an Accelerated Planning Service or a standard planning application route)

Text box for comments:

Question 11. In addition to a planning statement, is there any other additional statutory information you think should be provided in order to opt in to a discretionary Accelerated Planning Service?

Text box for comments:

This should be referred to an expert to answer

Planning performance and extension of time agreements

Question 12. Do you agree with the introduction of a new performance measure for speed of decision-making for major and non-major applications based on the proportion of decisions made within the statutory time limit only?

Yes

Text box for comments:

Question 13. Do you agree with the proposed performance thresholds for assessing the proportion of decisions made within the statutory time limit (50% or more for major applications and 60% or more for non-major applications)?

Yes

If not, please specify what you consider the performance thresholds should be:

Question 14. Do you consider that the designation decisions in relation to performance for speed of decision-making should be made based on:

b) both the current criteria (proportion of applications determined within the statutory time limit or an agreed extended time period) and the new criteria (proportion of decisions made within the statutory time limit) with a local planning authority at risk of designation if they do not meet the threshold for either or both criteria

Please give your reasons:

Question 15. Do you agree that the performance of local planning authorities for speed of decision-making should be measured across a 12-month period?

Yes

Text box for comments:

Question 16. Do you agree with the proposed transitional arrangements for the new measure for assessing speed of decision-making performance?

Yes

Text box for comments:

Question 17. Do you agree that the measure and thresholds for assessing quality of decision-making performance should stay the same?

Yes

Text box for comments:

Question 18. Do you agree with the proposal to remove the ability to use extension of time agreements for householder applications?

No

Text box for comments:

Question 19. What is your view on the use of repeat extension of time agreements for the same application? Is this something that should be prohibited?

What is your view on the use of repeat extension of time agreements for the same application? Is this something that should be prohibited?:

Yes it should be prohibited.

Simplified Process for Planning Written Representation Appeals

Question 20. Do you agree with the proposals for the simplified written representation appeal route?

No

Text box for comments:

Question 21. Do you agree with the types of appeals that are proposed for inclusion through the simplified written representation appeal route?

Don't know

If not, which types of appeals should be excluded from the simplified written representation appeal route? :

Question 22. Are there any other types of appeals which should be included in a simplified written representation appeal route?

Don't know

Please specify:

Question 23. Would you raise any concern about removing the ability for additional representations, including those of third parties, to be made during the appeal stage on cases that would follow the simplified written representations procedure?

Yes

Please give your reasons:

Question 24. Do you agree that there should be an option for written representation appeals to be determined under the current (non-simplified) process in cases where the Planning Inspectorate considers that the simplified process is not appropriate?

Yes

Text box for comments:

Question 25. Do you agree that the existing time limits for lodging appeals should remain as they currently are, should the proposed simplified procedure for determining written representation planning appeals be introduced?

No

Text box for comments:

Varying and Overlapping Planning Permissions

Question 26. Do you agree that guidance should encourage clearer descriptors of development for planning permissions and section 73B to become the route to make general variations to planning permissions (rather than section 73)?

Yes

Text box for comments:

Question 27. Do you have any further comments on the scope of the guidance?

Text box for comments:

No

Question 28. Do you agree with the proposed approach for the procedural arrangements for a section 73B application?

Yes

If not, please explain why you disagree:

Question 29. Do you agree that the application fee for a section 73B application should be the same as the fee for a section 73 application?

Yes

If not, please explain why you disagree and set out an alternative approach :

Question 30. Do you agree with the proposal for a three band application fee structure for section 73 and 73B applications?

Don't know

Text box for comments:

Question 31. What should be the fee for section 73 and 73B applications for major development (providing evidence where possible)?

What should be the fee for section 73 and 73B applications for major development (providing evidence where possible)?:

It should be higher than the non-major development fee.

Question 32. Do you agree with this approach for section 73B permissions in relation to Community Infrastructure Levy?

Yes

Text box for comments:

Question 33. Can you provide evidence about the use of the 'drop in' permissions and the extent the Hillside judgment has affected development?

Text box for evidence:

No as not qualified

Question 34. To what extent could the use of section 73B provide an alternative to the use of drop in permissions?

Text box for suggestions:

Not qualified

Question 35. If the section 73B cannot address all circumstances, do you have views about the use of a general development order to deal with overlapping permissions related to large scale development granted through outline planning permission?

Text box for suggestions:

No Views

Public Sector Equality Duty

Question 36. Do you have any views on the implications of the proposals in this consultation for you, or the group or business you represent, and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how. Is there anything that could be done to mitigate any impact identified?

Text box for comments:

Council may need to respond to the accelerated applications within 3 working days.



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

Complaints Procedure

Date Adopted: 15th May 2023, reviewed 13th May 2024

To be reviewed Annually

This complaints procedure applies to complaints about the council's service, its administration and procedures. It might also be used to address a complaint about how the council has dealt with your concerns.

Burnham-on-Sea and Highbridge Town Council is committed to providing and improving the quality of service for the benefit of the people who live and work in its area. If you are dissatisfied with the level of service you have received from this Council, or are unhappy about an action or lack of action by this Council, this complaints procedure sets out how you may complain to the Council and how we will try to resolve your complaint.

We hope that most complaints can be settled quickly and informally through contact with a councillor or member of staff. We will aim to put matters right or give you an explanation. If that isn't possible or if that approach hasn't worked for you, you should follow this complaints procedure.

We regret that we are usually unable to acknowledge or consider complaints that are submitted anonymously and you are therefore encouraged to supply your name and address in all correspondence.

We take all complaints seriously and do our best to learn from them. We will investigate complaints in a fair and confidential way. Making a complaint about us does not mean that in future you will be treated differently to any other resident.

How to make a complaint

All complaints will be addressed according to the following procedure:

You may make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person or by writing to the Town Clerk at The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE or emailing townclerk@burnham-highbridge-tc.gov.uk.

Your complaint will initially be dealt with by the Town Clerk who will acknowledge it within five working days.

The Town Clerk will investigate your complaint and might ask for further information if necessary from you and/or from councillors or staff.

The Town Clerk will try to resolve your complaint within fifteen working days. However, if the matter requires consideration at a committee meeting, it might take up to eight weeks before a full response can be given. You will be informed if this is the case.

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Full Council and usually within eight weeks you will be notified in writing of the outcome of the review of your original complaint. The Full Council's decision is final.

Matters not dealt with under this complaints procedure

Complaints about a councillor:

Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Town Council. All complaints should be made to the Monitoring Officer at Somerset Council.

The Monitoring Officer
Somerset Council,
County Hall, Taunton, Somerset, TA1 4DY

Email – monitoringofficer@somersetcouncil.gov.uk

If a complaint against a Councillor is received by the Town Council, it will be referred to the Monitoring Officer at Somerset Council.

Further information on the process of dealing with complaints against Councillors may be obtained from the Somerset Council website <https://www.somerset.gov.uk/council-and-democracy/complaints-about-councillors> or telephone 01823 357628.

Complaint about a member of staff:

Any complaints about staff, including the Town Clerk, will be dealt with under this Council's Disciplinary and Grievance procedure. The Council will not, under any circumstances, enter into any correspondence or discussion about any action taken, formally or informally.

Complaints about staff should be sent to the Town Clerk and marked as confidential. Please be aware that individual councillors have no staff management responsibility and will redirect any complaints to the Town Clerk.

Complaints about the Town Clerk should be addressed to the Chair of the Human Resources Sub-Committee.

Comments falling short of a formal complaint

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter.

You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings.

If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

To register to speak, please email info@burnham-highbridge-tc.gov.uk or telephone 01278 788088.



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

STANDING ORDERS

model standing orders 2018 (England) — updated 15th May 2023

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 chair 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/she/they 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/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their 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 chair 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/her/their 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 5 minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

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

- 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 chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair 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 Mayor may in his/her/their absence be done by, to or before the Deputy Mayor of the Council (if there is one).**
- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor 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 chair 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/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor 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/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

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/her/their 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 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice

- requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

- i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. 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;
- xii. Review of the Council's complaints procedure;

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

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor 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 chair 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 chair of a committee or a sub-committee does not call an extraordinary

meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 working days before the meeting. This does 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 5 working days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair 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 chair of the

meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair 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/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they 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/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they 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/she/they has another interest if so required by the Council’s Code of Conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by 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.
- 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 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 Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 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 Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against**

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- x. 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);
- xi. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (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 committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. 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 income and expenditure for each quarter;
 - ii. the Council's aggregate 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 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 7 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 **£30,000** 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 referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 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 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. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the HR sub-committee is 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 chair of the HR sub-committee or, if he/she/they is not available, the vice-chair (if there is one) of the HR sub-committee of absence occasioned by illness or other reason and that person shall report such absence to the HR sub-committee at its next meeting.
- c The chair of the HR sub-committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The completion of the reviews and appraisal process shall be reported.
- d 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.
- e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(d).

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.**

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/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of 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 Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the 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 6 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 chair of a meeting as to the application of standing orders at the meeting shall be final.



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

Financial Regulations

Date Adopted: 15th May 2023

and are based on the NALC Model 2019

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These Financial Regulations were adopted by The Council at its meeting held on XX.

1. General

1. 1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
1. 2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
1. 3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
1. 4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
1. 5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
1. 6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
1. 7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute and this would be a Code of Conduct issue.
1. 8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by The Council.
1. 9. The RFO;
 - acts under the policy direction of the Council;
 - administers The Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of The Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
1. 10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
1. 11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by The Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
1. 12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
1. 13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
1. 14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant in excess of £2,000; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
1. 15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2. 1. All accounting procedures and financial records of The Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
2. 2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be approved at Town Council or Finance and Resources Committee and will be signed by the chair of the meeting.
2. 3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
2. 4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
2. 5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
2. 6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the Council
2. 7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
2. 8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
2. 9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
2. 10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3. 1. Having regard to the current year, each committee formulate and submit proposals for the following financial year to the Council not later than the end of November each year.
3. 2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & Resources Committee.
3. 3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
3. 4. The approved annual budget shall form the basis of financial control for the ensuing year.
3. 5. The general reserve is a contingency to cushion the impact of unexpected events or emergencies and to avoid unnecessary temporary borrowing.
3. 6. The Council considers a prudent level of general reserves to be three to six months net revenue expenditure.
3. 7. Earmarked funds are a means of building up funds over several years to deliver a defined project or for known significant expenditure. Earmarked funds must be reviewed by council at the annual budget setting meeting.

3. 8. The RFO will report movements to earmarked funds at the end of the financial year to council and any changes to the proposed use of the reserve must be agreed.

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 Clerk or RFO for any items below the value of £5,000;
- a duly delegated committee of the Council for items over £5,000;
- The Council for all items over £20,000;
- the Deputy Clerk up to £1,000 within budget for cemeteries and Town Rangers.
- the Theatre Manager up to £500 within budget for the Princess Theatre.

Such authority is to be evidenced by a minute or by a mechanism that can be audited.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4. 2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
4. 3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
4. 4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the chair of relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
4. 5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the chair as soon as possible and to The Council as soon as practicable thereafter.
4. 6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
4. 7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
4. 8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of

£500 or 15% of the budget.

4. 9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5. 1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
5. 2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Signatories. The Authorised Signatories shall review the schedule for compliance and, having satisfied itself shall authorise payment by signing the schedule. This shall be deemed as authorisation by the RFO or Town Clerk to activate the electronic payments using the Council's Electronic Banking System. At every Council and Finance and Resources meeting the RFO shall present a full list of payments which have been authorised by the Authorised Signatories for formal ratification.
5. 3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure that has been appropriately approved.
5. 4. The RFO shall examine invoices for arithmetical accuracy and allocate them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted.
5. 5. The Clerk and RFO (with exception of 4. 5 above) shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance and Resources Committee;

- b) An expenditure item authorised under 5. 6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance & Resources Committee; or
- c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance & Resources Committee.
5. 6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance & Resources Committee may authorise payment for the year provided that the requirements of regulation 4. 1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance & Resources Committee.
5. 7. A record of regular payments made under 5. 6 above shall be drawn up and be authorized by two members on each and every occasion - thus controlling the risk of duplicated payments being authorised and/or made.
5. 8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
5. 9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
5. 10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
5. 11. Any changes in the recorded details of suppliers, such as bank account records, shall be verified by an appropriate officer.
5. 12. The Council shall retain a file with the details of all suppliers whose invoices are paid by regular Direct Debit. The nominated Councillor in 2. 2 above shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.
5. 13. Bank Statements shall be received on a regular basis and reconciled with the Council's Cashbook. A copy of the Bank Reconciliation for each month shall be presented to the next Council or Finance and Resources as part of a monthly Financial Report.

6. Instructions for the making of payments

6. 1. The Council will make safe and efficient arrangements for the making of its payments.

6. 2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk shall give instruction that a payment shall be made.
6. 3. Due to the volume of payments from the Council's bank, the primary method of payment shall be via electronic banking as set out in 5. 2 above. The schedule of payments shall be Authorised by two Signatories and those schedules shall then be presented to the next Council or Finance and Resources committee meeting for ratification. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be authorising the payment in question.
6. 4. The Council does not pay by cheque.
6. 5. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are reviewed by members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least once per year.
6. 6. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least once per year.
6. 7. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
6. 8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
6. 9. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
6. 10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
6. 11. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
6. 12. Where internet banking arrangements are made with any bank, the RFO shall be

appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6. 13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
6. 14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by best practice verification notices. A programme of regular checks of standing data with suppliers will be followed.
6. 15. A pre-paid debit card may be issued to employees with varying limits of a maximum of £500. These limits will be set by the Finance & Resources Committee. Transactions and purchases made will be reported to the Council or Finance & Resources Committee and authority for topping-up shall be delegated to the Clerk to authorise.
6. 16. Any trade card account opened by the Council will be specifically restricted to use with the Clerk's authorisation and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall only be used as a last resort.
6. 17. The Council shall have a fuel card limited to the purchase of fuel for the propose of re-fuelling The Council owned vehicle and machinery.
6. 18. The Council will not maintain any form of cash float. All cash received must be banked intact.

7. Payment of salaries

7. 1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.
The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
7. 2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
7. 3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the HR Sub-Committee.
7. 4. Each and every payment to employees of net salary and to the appropriate creditor

of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7. 5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7. 6. An effective system of personal performance management should be maintained for the senior officers.
- 7. 7. Any termination payments shall be supported by a clear business case and reported to The Council. Termination payments shall only be authorised by council.
- 7. 8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

- 8. 1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8. 2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8. 3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8. 4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8. 5. All investments of money under the control of the Council shall be in the name of the Council.
- 8. 6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8. 7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9. 1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
9. 2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to The Council.
9. 3. The Council will review all fees and charges at least annually, following a report of the Clerk and/or RFO.
9. 4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
9. 5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
9. 6. The origin of each receipt shall be entered on the paying-in slip.
9. 7. Personal cheques shall not be cashed out of money held on behalf of the Council.
9. 8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
9. 9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10. 1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
10. 2. Order spreadsheet shall be controlled by the RFO.
10. 3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11. 1 below.
10. 4. Subject to 10. 3, preference should be given to suppliers in the parish of the Council.
10. 5. A member may not issue an official order or make any contract on behalf of The Council.

11. Contracts

11. 1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services where supply would be ended or disrupted without immediate action;

ii. for specialist services such as are provided by legal and other professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500, in excess of this sum the Clerk, shall act after consultation with the Mayor and Deputy Mayor; and

vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, The Council shall comply with the relevant requirements of the Regulations².

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

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Public Procurement Regulations 2023 (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be emailed with the details for returning the tender. The tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. -

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, ⁴ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10. 3 above shall apply.

i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12. 1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12. 2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work

³ Thresholds currently applicable are:

a) For public supply and public service contracts 214,904

b) For public works contracts 5,372,609

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12. 3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or Clerk with delegated responsibility to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13. 1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
13. 2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
13. 3. Stocks shall be kept at the minimum levels consistent with operational requirements.
13. 4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14. 1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by The Council. The RFO shall ensure a record is maintained of all properties held by The Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
14. 2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
14. 3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
14. 4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to the Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
14. 5. Subject only to the limit set in Regulation 14. 2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14. 6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15. 1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on The Council's insurers.
15. 2. A senior officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
15. 3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
15. 4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
15. 5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. Risk management

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

17. Suspension and revision of Financial Regulations

17. 1. It shall be the duty of The Council to review the Financial Regulations of the Council at least once every 2 years. The RFO/Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise The Council of any requirement for a consequential amendment to these Financial Regulations.
17. 2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.