

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 25<sup>th</sup> January 2021 7pm by REMOTE meeting**

**Present:** Cllrs D Watts, M Falkner, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, M Cunningham (14)

**Not Present:** -

2 members of the public were present at the live event.

| Minute No. | Subject/Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12769      | <p><b>Standing orders suspended</b><br/> <b><u>VOTE All in favour Cllrs D Watts, M Falkner, A Wood, M Cunningham, R Shing, D Sanders, M Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Shing</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12770      | <p><b>Opportunity for public comment</b><br/> None received</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12771      | <p><b>Apologies for absence</b><br/> Cllr M Cunningham had to leave the meeting due to personal reasons and gave apologies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12772      | <p><b>Declarations of interest in any items on the agenda</b><br/> None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12773      | <p><b>To approve and adopt the minutes of the Full Council meetings of 11<sup>th</sup> January 2021</b><br/> <b><u>It was resolved to adopt the amended minutes of the Full Council meetings of 11<sup>th</sup> January 2021 as an accurate record of the meeting VOTE All in favour Cllrs D Watts, M Falkner, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, M Cunningham</u></b> Cllr D Dunbar had technical difficulties at this point and could not take part in the vote.</p>                                                                                                                                                                                                                                       |
| 12774      | <p><b>Mayors Verbal Report</b><br/> Cllr Cunningham left the meeting at 19:15<br/> The Mayor mentioned the Wealden hub and the Polegate COVID hub and a meeting he had attended re vaccinations. The majority of Polegate residents would be given vaccines at Princes Park Medical centre.(Other sites may be used)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12775      | <p><b>To adopt the minutes and recommendations of committees and standing committees</b><br/> <b>a) Planning Committee minutes 12<sup>th</sup> January 2021</b><br/> The council thanked a number of councillors for their input into the response. A councillor mentioned that wealden had been concerned but had received a good number of replies in the end.<br/> <b><u>It was resolved to adopt the recommendations of the planning committee minutes 12<sup>th</sup> January 2021. VOTE All in favour Cllrs M Falkner, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, Cllr D Watts abstained from the vote</u></b> Cllr D Dunbar had technical difficulties at this point and could not take part in the vote.</p> |
| 12776      | <p><b>Financial Update</b></p> <ol style="list-style-type: none"> <li>Approval of payments as presented (some already approved under urgent payments)</li> <li>Barclaycard Statements – already authorised for noting</li> <li>Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals.</li> </ol> <p>A vote was taken en bloc – it was resolved to approve the payments as present, noted the financial statements including the Barclaycard report and accepted the differences.<br/> <b><u>VOTE All in favour Cllrs D Watts, M Falkner, A Wood, R Shing, D Sanders, Mrs W</u></b></p>                                                                                                                                                    |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <b><u>Alexander, D Murray, S Shing, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, D Dunbar</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12777</b> | <p><b>Request from Polegate and Stone Cross Cricket Club to apply for planning permission for ball net fencing as per their risk assessment. (In the name of the council, as owners, fee to be reimbursed by the club). – papers to follow.</b></p> <p><b>It was resolved at approve the request from Polegate and Stone Cross Cricket Club to apply for planning permission for ball net fencing as per their risk assessment. (In the name of the council, as owners, fee to be reimbursed by the club). <u>VOTE All in favour Cllrs D Watts, M Falkner, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, D Dunbar</u></b></p> <p><i>Cllr Mrs M Piper had technical difficulties and temporarily left the meeting at 19:34</i></p>                                                                                                                                                                                              |
| <b>12778</b> | <p><b>Co-option for councillor vacancy</b></p> <p><i>Cllr Mrs M Piper returned to the meeting at 19:34</i></p> <p>A discussion took place on the co-option. It was agreed to invite Mrs L Sargent into the meeting to speak to council and answer questions. Mrs Sargent was attending as a member of the public. Due to technical difficulties she was able to attend on a phone call only and answered questions of the council about her intention to act in a non political context and to serve the people of Polegate. Some councillors of alternative parties/independents gave their support to her application.</p> <p><b><u>It was resolved to co-opt Mrs Lisa Sargent as a councillor. Mrs Sargent had been sent a copy of her declaration of acceptance of office; this was signed at the meeting. VOTE All in favour Cllrs D Watts, M Falkner, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, Mrs M Piper, Ms A Snell, D Shing, Mrs C Berry, D Dunbar</u></b></p> |
| <b>12779</b> | <p><b>Dates of the next scheduled meetings</b></p> <p>Full Council 22<sup>nd</sup> February 2021<br/> Full Council 29<sup>th</sup> March 2021<br/> Full Council 26<sup>th</sup> April 2021<br/> Annual Town Assembly 2021 TBA<br/> Annual Statutory meeting (election of mayor) 17<sup>th</sup> May 2021<br/> Full Council 28<sup>th</sup> June 2021<br/> Full Council 26<sup>th</sup> July 2021<br/> Full Council 27<sup>th</sup> September 2021</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*A comment on the co-option process was made (not an item on the agenda). The councillor was asked to submit his comments to the clerk.*

The meeting closed at 19:46pm

Signed Mayor of Polegate \_\_\_\_\_ Date \_\_\_\_\_

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes of the meeting held on Thursday 11<sup>th</sup> February 2021 by REMOTE MEETING at 10am

Present: Cllrs Ms A Snell, Mrs C Berry, M Falkner, Mrs M Piper (4)

Not Present: Cllr D Shing, D Watts (2)

No Members of the public

| Minute No.   | Subject/Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12780</b> | Standing orders suspended<br><b><u>VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, M Falkner</u></b>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12781</b> | <b>Opportunity for Public Comment</b><br>None received                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>12782</b> | <b>Apologies for absence</b><br>Cllr D Watts, D Shing (other meetings)                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>12783</b> | <b>Declarations of interest in any matters on the agenda</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>12784</b> | <b>Minutes of the meeting 6<sup>th</sup> November 2020</b><br>It was resolved to adopt the personnel minutes 6 <sup>th</sup> November 2020 (already adopted) as an accurate recoding of the meeting. <b><u>VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, M Falkner</u></b>                                                                                                                                                                                                                     |
| <b>12785</b> | <b>Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Staff &amp; Legal matters/staff review)</b><br><b><u>It was resolved to enter confidential session VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, M Falkner</u></b> |
| <b>12786</b> | <b>Staff / Legal matters/Staff Review</b><br>Comments noted. No resolutions. Staff review will go ahead as budgeted/delegated and in business plan (6.3/6.4). report will come back to personnel.                                                                                                                                                                                                                                                                                                               |

The meeting closed at 11.05am

Signed Chair of Personnel \_\_\_\_\_ Date \_\_\_\_\_

## SUMMARY FOR POLEGATE TOWN COUNCIL

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON, LE18 9EN

Company reference:  
Statement date:  
Page number:  
Monthly spend limit:

~~XXXXXXXXXX~~  
20 January 2021  
1 of 3  
~~£2,109.96~~

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
Fax: 0300 020 0184  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Date of previous statement: 20 December 2020  
Previous balance: £209.96  
Payment received: £209.96 CR  
Total of charges and adjustments: £0.00  
Total of new spending: £52.98  
New balance: **£52.98**  
Payment due by: 27 January 2021

## Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account ~~XXXXXXXXXX~~, at branch ~~XXXXXXXXXX~~ will be debited with the amount of the new balance on or immediately after 27 January 2021."

## Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

## Payments, charges and adjustments

|             |                                                  |              |
|-------------|--------------------------------------------------|--------------|
|             | BALANCE FROM PREVIOUS STATEMENT                  | 209.96       |
| 29 Dec 2020 | DIRECT DEBIT PAYMENT THANK YOU                   | 209.96 CR    |
|             | <b>Total of payment, charges and adjustments</b> | <b>£0.00</b> |

## New balances by individual cardholder

| Name                  | Card number                         | Monthly spend limit   | Balance       |
|-----------------------|-------------------------------------|-----------------------|---------------|
| <del>XXXXXXXXXX</del> | <del>XXXXXXXXXX</del>               | <del>XXXXXXXXXX</del> | 52.98         |
|                       | <b>Total cardholder expenditure</b> |                       | <b>£52.98</b> |
|                       | <b>New balance</b>                  |                       | <b>£52.98</b> |

TOTAL VAT £8.83

001664 BBA1237A 9410139184

~~XXXXXXXXXX~~  
POLEGATE TOWN COUNCIL  
COUNCIL OFFICE  
49 HIGH STREET  
POLEGATE  
BN26 6AL



STATEMENT FOR ~~XXXXXXXXXX~~

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
Fax: 0300 020 0184  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference:

Card number:

Statement date:

Page number:

Monthly spend limit:

20 January 2021

3 of 3

| Date                                                | Description                             | Amount |
|-----------------------------------------------------|-----------------------------------------|--------|
| 19 Dec 2020                                         | Amazon.co.uk*MS23D5KA4 AMAZON.CO.UK LUX | 52.98  |
| 211252692010                                        | ALL OTHER DIRECT MARKETERS              |        |
| 1 new purchases / cash advances. Total of spending. |                                         | £52.98 |

TONER (HOME WORKING)

|       | NET          | VAT         | TOTAL        |         |      |
|-------|--------------|-------------|--------------|---------|------|
| TONER | 44.15        | 8.83        | 52.98        | 20% VAT | 4032 |
|       | <u>44.15</u> | <u>8.83</u> | <u>52.98</u> |         |      |

001664 BBA1237A 9410139184

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~  
POLEGATE  
BN26 ~~XXXX~~

~~POLEGATE TOWN CLERK~~  
POLEGATE TOWN CLERK  
POLEGATE TOWN COUNCIL  
COUNCIL OFFICE  
49 HIGH STREET  
POLEGATE  
EAST SUSSEX  
BN26 6AL

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

### Your balances on 29 January 2021

#### Business Current Accounts

|                                                        |            |
|--------------------------------------------------------|------------|
| Business Current Account Statement                     | £50,000.00 |
| Sort Code <del>1234</del> • Account No <del>5678</del> | ✓          |

#### Business Savings Accounts

|                                                        |             |
|--------------------------------------------------------|-------------|
| Business Premium Account                               | £532,299.38 |
| Sort Code <del>1234</del> • Account No <del>5678</del> | ✓           |

|                                                        |             |
|--------------------------------------------------------|-------------|
| Business Premium Account                               | £128,151.42 |
| Sort Code <del>1234</del> • Account No <del>5678</del> | ✓           |

CURRENT/  
BUSINESS PREMIUM  
CASHBOOK 1

TRACKER CASHBOOK 2

This is the end of your account summary.



040072\_012 1/ 2 00003 119481 27537 38500

Polegate Town Council  
Polegate Town Council  
High Street  
Polegate  
East Sussex  
BN26 6AL



## Your Statement

### Account Summary

|                 |           |
|-----------------|-----------|
| Opening Balance | 85,098.28 |
| Payments In     | 0.72      |
| Payments Out    | 0.00      |
| Closing Balance | 85,099.00 |

Interest Rate - Valid as at end date of the statement period  
0.01% AER

International Bank Account Number

~~231115UK10700002000020~~

Branch Identifier Code

~~45210311040~~

13 December 2020 to 12 January 2021

Account Name

Polegate Town Council

Sortcode

~~402000~~

Account Number Sheet Number

~~02980070~~

15

### Your Business Money Manager details

| Date      | Payment type and details       | Paid out | Paid in | Balance   |
|-----------|--------------------------------|----------|---------|-----------|
| 12 Dec 20 | BALANCE BROUGHT FORWARD        |          |         | 85,098.28 |
| 12 Jan 21 | CR GROSS INTEREST TO 11JAN2021 |          | 0.72    | 85,099.00 |
| 12 Jan 21 | BALANCE CARRIED FORWARD        |          |         | 85,099.00 |

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

CASHBOOK 5

2 01029615  
00965 01

## Branch details

Eastbourne Town Centre Branch  
96 Terminus Road  
Eastbourne  
East Sussex  
BN21 3LX

N38500/01029615/M 524100/00965



~~MRS JOANNE OGILVIE~~  
POLEGATE TOWN COUNCIL  
49 HIGH STREET  
POLEGATE  
EAST SUSSEX  
BN26 6AL

Interest rate: 0.01% Gross / 0.01% AER

CASHBOOK 6

For Bank use

If you have changed your address or telephone number,  
please let us know

Account Number ~~47542470~~  
Branch sort code ~~524100~~  
National Westminster Bank Plc

POLEGATE TOWN COUNCIL  
BUSINESS RESERVEACCOUNT

BIC ~~NWBKGB33~~  
IBAN ~~GB25 NWBK 5241 0096 5424 70~~

2 01029616  
00965 0001/0001

| Date        | Details                     | Withdrawn | Paid in | Balance   |
|-------------|-----------------------------|-----------|---------|-----------|
| 31 Dec 2020 | BROUGHT FORWARD             |           |         | 85,084.24 |
| 29 Jan 2021 | Interest 29JAN-GRS 47542470 |           | 0.68    | 85,084.92 |

Account Number ~~47542470~~  
Branch sort code ~~524100~~

POLEGATE TOWN COUNCIL  
BUSINESS RESERVEACCOUNT



## Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>       | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------------|--------------|---------------|
| 1000            | Hire of Chamber                | 201           | Council Offices          | 110.00       |               |
| 1009            | Bank Loyalty Discount          | 102           | Administration           |              | 193.18        |
| 1010            | Investment Income              | 104           | General Administration   |              | 393.14        |
| 1022            | Brightling Road lease          | 302           | Recreation Grounds       |              | 120.00        |
| 1030            | Rental Income-Pavilion         | 203           | The Pavilion             |              | 20.00         |
| 1035            | High St Toilets Community Sche | 205           | High Street Toilets      |              | 617.00        |
| 1040            | SponsorFlower Beds Hailsham Rd | 307           | The Polegate Partnership |              | 750.00        |
| 1050            | Insurance Refunds/claim rebate | 302           | Recreation Grounds       |              | 440.00        |
| 1051            | Urban Grasscutting Income      | 303           | Highways                 |              | 3,008.00      |
| 1060            | Miscellaneous Income           | 102           | Administration           |              | 1.05          |
| 1060            | Miscellaneous Income           | 103           | Town Councillors         |              | 120.00        |
| 1060            | Miscellaneous Income           | 201           | Council Offices          |              | 10,000.00     |
| 1060            | Miscellaneous Income           | 204           | Wannock Office           |              | 3,200.00      |
| 1060            | Miscellaneous Income           | 205           | High Street Toilets      |              | 26,000.00     |
| 1063            | CIL funds from developers      | 104           | General Administration   |              | 198,461.53    |
| 1070            | Allotment Fees                 | 304           | Allotments               |              | 1,751.79      |
| 1072            | Gosford Way Allotments         | 304           | Allotments               |              | 120.00        |
| 1076            | Precept                        | 104           | General Administration   |              | 349,877.00    |
| 4030            | Postage                        | 102           | Administration           | 157.80       |               |
| 4031            | Stationery                     | 102           | Administration           | 223.46       |               |
| 4032            | Photocopier copy charges       | 102           | Administration           | 221.23       |               |
| 4035            | Computer consumables           | 102           | Administration           | 175.50       |               |
| 4036            | Office IT equipment            | 102           | Administration           | 75.30        |               |
| 4037            | Website                        | 102           | Administration           | 3,922.09     |               |
| 4039            | Legal fees                     | 102           | Administration           | 3,884.00     |               |
| 4040            | Audit Fees (external audit)    | 102           | Administration           | 800.00       |               |
| 4043            | Insurance Premiums             | 102           | Administration           | 4,763.17     |               |
| 4044            | Insurance Tree Survey          | 102           | Administration           | 300.00       |               |
| 4045            | Subscriptions                  | 102           | Administration           | 2,856.17     |               |
| 4046            | Publications                   | 102           | Administration           | 94.48        |               |
| 4056            | Bank/Barclaycard charges       | 102           | Administration           | 572.94       |               |
| 4069            | Office telephones              | 102           | Administration           | 1,616.06     |               |
| 4070            | Broadband/Internet             | 102           | Administration           | 429.37       |               |
| 4071            | IT Services incl backups       | 102           | Administration           | 1,019.41     |               |
| 4072            | IT costs office 365            | 102           | Administration           | 1,065.10     |               |
| 4090            | Councillors' allowances        | 103           | Town Councillors         | 3,431.44     |               |
| 4093            | Mayor's allowance Civic Duties | 103           | Town Councillors         | 1,664.62     |               |
| 4100            | Grants to other Organisations  | 104           | General Administration   | 1,000.00     |               |
| 4105            | Finance Software               | 104           | General Administration   | 387.00       |               |
| 4130            | Council Tax                    | 201           | Council Offices          | 6,736.50     |               |
| 4131            | Electricity                    | 201           | Council Offices          | 973.48       |               |
| 4132            | Water charges                  | 201           | Council Offices          | 101.32       |               |

## Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>             | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------------------|--------------|---------------|
| 4133            | Sewerage                       | 201           | Council Offices                | 231.01       |               |
| 4136            | Photocopier - lease            | 201           | Council Offices                | 601.62       |               |
| 4140            | Alarm Maintenance              | 201           | Council Offices                | 213.00       |               |
| 4141            | Fire Precautions               | 201           | Council Offices                | 212.03       |               |
| 4142            | Other Maintenance              | 201           | Council Offices                | 436.00       |               |
| 4146            | Other Office Equipment         | 201           | Council Offices                | 109.25       |               |
| 4155            | Refuse Collecting              | 201           | Council Offices                | 474.35       |               |
| 4162            | PWLB - Capital                 | 201           | Council Offices                | 4,165.47     |               |
| 4163            | PWLB- Interest                 | 201           | Council Offices                | 1,407.73     |               |
| 4170            | 51 High Street - expenditure   | 202           | 51 High Street                 |              | 388.96        |
| 4180            | Pavilion Electricity           | 203           | The Pavilion                   | 826.42       |               |
| 4181            | Pavilion water                 | 203           | The Pavilion                   | 230.56       |               |
| 4186            | Pavilion - fire precautions    | 203           | The Pavilion                   | 148.61       |               |
| 4187            | Pavilion - Refuse              | 203           | The Pavilion                   | 282.89       |               |
| 4190            | Wannock Office Electrictiy     | 204           | Wannock Office                 | 850.33       |               |
| 4192            | Wannock Office Sewage          | 204           | Wannock Office                 | 400.00       |               |
| 4193            | Wannock Office Council Tax     | 204           | Wannock Office                 | 3,692.60     |               |
| 4197            | Wannock grounds Maintenance    | 204           | Wannock Office                 | 4,323.04     |               |
| 4198            | PWMRG CIC Grant (Interim)      | 204           | Wannock Office                 | 13.00        |               |
| 4201            | CCTV costs                     | 301           | Town Centre and Community Safe | 1,979.13     |               |
| 4220            | General Maintenance            | 302           | Recreation Grounds             | 1,765.68     |               |
| 4223            | Grounds Maintenance            | 302           | Recreation Grounds             | 2,926.96     |               |
| 4230            | Skate Park                     | 302           | Recreation Grounds             | 1,120.00     |               |
| 4235            | Toilets                        | 302           | Recreation Grounds             | 5,208.40     |               |
| 4238            | Litter Bins                    | 302           | Recreation Grounds             | 1,125.00     |               |
| 4240            | Oakleaf Lease Charges          | 302           | Recreation Grounds             | 150.00       |               |
| 4241            | Dog Bins                       | 302           | Recreation Grounds             | 1,875.00     |               |
| 4242            | Playground Equipment           | 302           | Recreation Grounds             | 958.65       |               |
| 4243            | Safety Inspections             | 302           | Recreation Grounds             | 1,041.50     |               |
| 4256            | Urban grasscutting             | 303           | Highways                       | 13,095.00    |               |
| 4258            | Flower Beds                    | 303           | Highways                       | 5,369.27     |               |
| 4259            | Council Gardens - office       | 303           | Highways                       | 430.00       |               |
| 4270            | Allotments - maintenance       | 304           | Allotments                     | 190.00       |               |
| 4272            | Allotments - water             | 304           | Allotments                     | 821.69       |               |
| 4280            | Street Light - energy          | 305           | Street Lighting                |              | 0.10          |
| 4282            | Street Light - new works/impro | 305           | Street Lighting                | 5,905.54     |               |
| 4286            | Christmas decorations          | 305           | Street Lighting                | 10,786.60    |               |
| 4287            | Additional Christmas Decoratio | 305           | Street Lighting                | 2,250.00     |               |
| 4306            | Replace Hailsham Rd Beds       | 307           | The Polegate Partnership       | 1,342.46     |               |
| 4307            | Hailsham Flowers Maintenance   | 307           | The Polegate Partnership       | 306.00       |               |
| 4500            | Toilets High St - Cleaning     | 205           | High Street Toilets            | 5,208.40     |               |
| 4502            | Toilets High St - Electricity  | 205           | High Street Toilets            | 155.22       |               |

Date : 05/02/2021

**Polegate Town Council**

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Time: 15:34

Trial Balance for Month No: 10

User : SG

Account Number Order

| <u>A/c Code</u>               | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>       | <u>Debit</u>       | <u>Credit</u>     |
|-------------------------------|--------------------------------|---------------|--------------------------|--------------------|-------------------|
| 4503                          | Toilets High St - Water & Sewe | 205           | High Street Toilets      | 187.83             |                   |
| 4505                          | Toilets High St - Non Domestic | 205           | High Street Toilets      | 571.73             |                   |
| 6000                          | Transfer from EMR              | 205           | High Street Toilets      |                    | 66,500.00         |
| 6000                          | Transfer from EMR              | 307           | The Polegate Partnership |                    | 842.46            |
| 6001                          | Transfer to EMR                | 104           | General Administration   | 197,930.76         |                   |
| 6001                          | Transfer to EMR                | 205           | High Street Toilets      | 23,709.00          |                   |
| 8060                          | Misc Resolved Gen Reserves & c | 102           | Administration           | 2,575.00           |                   |
| 8060                          | Misc Resolved Gen Reserves & c | 103           | Town Councillors         | 465.00             |                   |
| 8060                          | Misc Resolved Gen Reserves & c | 205           | High Street Toilets      | 68,991.00          |                   |
| 8060                          | Misc Resolved Gen Reserves & c | 302           | Recreation Grounds       | 16,116.50          |                   |
| <b>Trial Balance Totals :</b> |                                |               |                          | <b>429,755.67</b>  | <b>662,804.21</b> |
| <b>Difference</b>             |                                |               |                          | <b>-233,048.54</b> |                   |

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 1 - Current/Business Premium**

| <u>Bank Statement Account Name (s)</u>           | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--------------------------------------------------|-----------------------|------------------------------------|-------------------|
| Current Account                                  | 31/01/2021            | 1                                  | 50,000.00         |
| Business Premium Account                         | 31/01/2021            | 1                                  | 532,299.38        |
|                                                  |                       |                                    | <hr/> 582,299.38  |
| <b><u>Unpresented Cheques (Minus)</u></b>        |                       | <b><u>Amount</u></b>               |                   |
| 16/03/2020 109077 Petty Cash                     |                       | 76.46                              |                   |
| 15/01/2021 BX688178 Inland revenue               |                       | 1,938.89                           |                   |
| 26/01/2021 BX853076 Healthmatic Ltd              |                       | 38,809.80                          |                   |
|                                                  |                       |                                    | <hr/> 40,825.15   |
|                                                  |                       |                                    | 541,474.23        |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b> |                       |                                    |                   |
|                                                  |                       | 0.00                               |                   |
|                                                  |                       |                                    | <hr/> 0.00        |
|                                                  |                       |                                    | 541,474.23        |
|                                                  |                       | <b>Balance per Cash Book is :-</b> | <b>541,474.23</b> |
|                                                  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 2 - Tracker Account**

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|-------------------------------------------|-----------------------|------------------------------------|-------------------|
| Tracker Account                           | 31/01/2020            | 1                                  | 128,151.42        |
|                                           |                       |                                    | <u>128,151.42</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|                                           |                       | 0.00                               |                   |
|                                           |                       |                                    | <u>0.00</u>       |
|                                           |                       |                                    | 128,151.42        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|                                           |                       | 0.00                               |                   |
|                                           |                       |                                    | <u>0.00</u>       |
|                                           |                       |                                    | 128,151.42        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>128,151.42</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>       |



Date: 03/02/2021

Polegate Town Council

Page 1

Time: 14:59

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 3 - Petty Cash**

User: SG

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| Petty Cash Account                        | 31/12/2020            | 0                                  | 200.00          |
|                                           |                       |                                    | <u>200.00</u>   |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <u>0.00</u>     |
|                                           |                       |                                    | 200.00          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <u>0.00</u>     |
|                                           |                       |                                    | 200.00          |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>200.00</b>   |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Date: 03/02/2021

Polegate Town Council

Page 1

Time: 15:01

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 4 - Staff Salaries Cash Book**

User: SG

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| Salaries Control                          | 31/12/2020            | 0                                  | 0.00            |
|                                           |                       |                                    | <hr/> 0.00      |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 0.00            |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 0.00            |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>0.00</b>     |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Date: 03/02/2021

Polegate Town Council

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Time: 11:47

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 5 - Current/Business Premium HSBC**

User: SG

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|-------------------------------------------|-----------------------|------------------------------------|------------------|
| HSBC deposit Account                      | 31/01/2021            | 1                                  | 85,099.00        |
|                                           |                       |                                    | <u>85,099.00</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <u>0.00</u>      |
|                                           |                       |                                    | 85,099.00        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <u>0.00</u>      |
|                                           |                       |                                    | 85,099.00        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>85,099.00</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Date: 05/02/2021

Polegate Town Council

Page 1

Time: 15:23

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 6 - NatWest deposit A/C**

User: SG

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|-------------------------------------------|-----------------------|------------------------------------|------------------|
| Natwest Reserve Account                   | 31/01/2021            | 1                                  | 85,084.92        |
|                                           |                       |                                    | <hr/> 85,084.92  |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <hr/> 0.00       |
|                                           |                       |                                    | 85,084.92        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <hr/> 0.00       |
|                                           |                       |                                    | 85,084.92        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>85,084.92</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                        | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>102 Administration</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 1009 Bank Loyalty Discount             | 227                 | 193                    | 140                   | (53)                     |                          |                    | 138.0%        |                         |
| 1060 Miscellaneous Income              | 0                   | 1                      | 0                     | (1)                      |                          |                    | 0.0%          |                         |
| Administration :- Income               | <b>227</b>          | <b>194</b>             | <b>140</b>            | <b>(54)</b>              |                          |                    | <b>138.7%</b> | <b>0</b>                |
| 4030 Postage                           | 328                 | 158                    | 500                   | 342                      |                          | 342                | 31.6%         |                         |
| 4031 Stationery                        | 1,331               | 223                    | 1,500                 | 1,277                    |                          | 1,277              | 14.9%         |                         |
| 4032 Photocopier copy charges          | 1,362               | 221                    | 1,500                 | 1,279                    |                          | 1,279              | 14.7%         |                         |
| 4035 Computer consumables              | 82                  | 176                    | 200                   | 25                       |                          | 25                 | 87.8%         |                         |
| 4036 Office IT equipment               | 4,038               | 75                     | 700                   | 625                      |                          | 625                | 10.8%         |                         |
| 4037 Website                           | 350                 | 3,922                  | 5,800                 | 1,878                    |                          | 1,878              | 67.6%         |                         |
| 4039 Legal fees                        | 15,996              | 3,884                  | 4,000                 | 116                      |                          | 116                | 97.1%         |                         |
| 4040 Audit Fees (external audit)       | 800                 | 800                    | 1,000                 | 200                      |                          | 200                | 80.0%         |                         |
| 4043 Insurance Premiums                | 4,073               | 4,763                  | 5,000                 | 237                      |                          | 237                | 95.3%         |                         |
| 4044 Insurance Tree Survey             | 294                 | 300                    | 300                   | 0                        |                          | 0                  | 100.0%        |                         |
| 4045 Subscriptions                     | 4,947               | 2,856                  | 3,000                 | 144                      |                          | 144                | 95.2%         |                         |
| 4046 Publications                      | 108                 | 94                     | 120                   | 26                       |                          | 26                 | 78.7%         |                         |
| 4047 Advertising                       | 0                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%          |                         |
| 4049 Tree Works                        | 3,200               | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| 4050 Town Council Elections            | 1,663               | 0                      | 5,500                 | 5,500                    |                          | 5,500              | 0.0%          |                         |
| 4053 Refreshments                      | 68                  | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4056 Bank/Barclaycard charges          | 944                 | 573                    | 1,350                 | 777                      |                          | 777                | 42.4%         |                         |
| 4059 First Aid                         | 14                  | 0                      | 150                   | 150                      |                          | 150                | 0.0%          |                         |
| 4062 Newsletter Production             | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4063 Hire of Halls                     | 182                 | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4069 Office telephones                 | 1,418               | 1,616                  | 1,600                 | (16)                     |                          | (16)               | 101.0%        |                         |
| 4070 Broadband/Internet                | 524                 | 429                    | 550                   | 121                      |                          | 121                | 78.1%         |                         |
| 4071 IT Services incl backups          | 1,045               | 1,019                  | 832                   | (187)                    |                          | (187)              | 122.5%        |                         |
| 4072 IT costs office 365               | 0                   | 1,065                  | 1,200                 | 135                      |                          | 135                | 88.8%         |                         |
| 4073 IT reserve for new machines       | 0                   | 0                      | 700                   | 700                      |                          | 700                | 0.0%          |                         |
| 8060 Misc Resolved Gen Reserves & c    | 0                   | 2,575                  | 0                     | (2,575)                  |                          | (2,575)            | 0.0%          |                         |
| Administration :- Indirect Expenditure | <b>42,766</b>       | <b>24,751</b>          | <b>37,652</b>         | <b>12,901</b>            | <b>0</b>                 | <b>12,901</b>      | <b>65.7%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>     | <b>(42,539)</b>     | <b>(24,557)</b>        | <b>(37,512)</b>       | <b>(12,955)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR            | 124                 | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>  | <b>(42,415)</b>     | <b>(24,557)</b>        |                       |                          |                          |                    |               |                         |
| <b>103 Town Councillors</b>            |                     |                        |                       |                          |                          |                    |               |                         |
| 1006 Mayor's Charity Fund              | 449                 | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| 1060 Miscellaneous Income              | 0                   | 120                    | 0                     | (120)                    |                          |                    | 0.0%          |                         |
| Town Councillors :- Income             | <b>449</b>          | <b>120</b>             | <b>0</b>              | <b>(120)</b>             |                          |                    |               | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                     | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4090 Councillors' allowances        | 6,801               | 3,431                  | 6,700                 | 3,269                    |                          | 3,269              | 51.2%   |                         |
| 4091 Councillors' expenses          | 272                 | 0                      | 500                   | 500                      |                          | 500                | 0.0%    |                         |
| 4092 Councillors' training          | 380                 | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4093 Mayor's allowance Civic Duties | 2,000               | 1,665                  | 2,000                 | 335                      |                          | 335                | 83.2%   |                         |
| 4095 Mayor's Fund Raising Charity   | 367                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 8060 Misc Resolved Gen Reserves & c | 0                   | 465                    | 0                     | (465)                    |                          | (465)              | 0.0%    |                         |

|                                          |              |              |               |              |          |              |              |          |
|------------------------------------------|--------------|--------------|---------------|--------------|----------|--------------|--------------|----------|
| Town Councillors :- Indirect Expenditure | <b>9,820</b> | <b>5,561</b> | <b>10,200</b> | <b>4,639</b> | <b>0</b> | <b>4,639</b> | <b>54.5%</b> | <b>0</b> |
|------------------------------------------|--------------|--------------|---------------|--------------|----------|--------------|--------------|----------|

|                                    |                |                |                 |                |
|------------------------------------|----------------|----------------|-----------------|----------------|
| <b>Net Income over Expenditure</b> | <b>(9,372)</b> | <b>(5,441)</b> | <b>(10,200)</b> | <b>(4,759)</b> |
|------------------------------------|----------------|----------------|-----------------|----------------|

104 General Administration

|                                |         |         |         |           |  |  |        |         |
|--------------------------------|---------|---------|---------|-----------|--|--|--------|---------|
| 1010 Investment Income         | 1,781   | 393     | 500     | 107       |  |  | 78.6%  |         |
| 1063 CIL funds from developers | 30,730  | 198,462 | 0       | (198,462) |  |  | 0.0%   | 197,931 |
| 1076 Precept                   | 334,971 | 349,877 | 349,877 | 0         |  |  | 100.0% |         |
| 1080 Grants Received           | 3,028   | 0       | 0       | 0         |  |  | 0.0%   |         |

|                                  |                |                |                |                  |  |  |               |                |
|----------------------------------|----------------|----------------|----------------|------------------|--|--|---------------|----------------|
| General Administration :- Income | <b>370,511</b> | <b>548,732</b> | <b>350,377</b> | <b>(198,355)</b> |  |  | <b>156.6%</b> | <b>197,931</b> |
|----------------------------------|----------------|----------------|----------------|------------------|--|--|---------------|----------------|

|                                    |     |       |       |       |  |       |        |  |
|------------------------------------|-----|-------|-------|-------|--|-------|--------|--|
| 4100 Grants to other Organisations | 500 | 1,000 | 1,000 | 0     |  | 0     | 100.0% |  |
| 4103 Public Info event(s)          | 0   | 0     | 1,000 | 1,000 |  | 1,000 | 0.0%   |  |
| 4105 Finance Software              | 996 | 387   | 1,000 | 613   |  | 613   | 38.7%  |  |

|                                                |              |              |              |              |          |              |              |          |
|------------------------------------------------|--------------|--------------|--------------|--------------|----------|--------------|--------------|----------|
| General Administration :- Indirect Expenditure | <b>1,496</b> | <b>1,387</b> | <b>3,000</b> | <b>1,613</b> | <b>0</b> | <b>1,613</b> | <b>46.2%</b> | <b>0</b> |
|------------------------------------------------|--------------|--------------|--------------|--------------|----------|--------------|--------------|----------|

|                                    |                |                |                |                  |
|------------------------------------|----------------|----------------|----------------|------------------|
| <b>Net Income over Expenditure</b> | <b>369,014</b> | <b>547,345</b> | <b>347,377</b> | <b>(199,968)</b> |
|------------------------------------|----------------|----------------|----------------|------------------|

|                           |        |         |
|---------------------------|--------|---------|
| 6001 less Transfer to EMR | 30,798 | 197,931 |
|---------------------------|--------|---------|

|                                       |                |                |
|---------------------------------------|----------------|----------------|
| <b>Movement to/(from) Gen Reserve</b> | <b>338,216</b> | <b>349,414</b> |
|---------------------------------------|----------------|----------------|

201 Council Offices

|                           |       |        |     |          |  |  |         |  |
|---------------------------|-------|--------|-----|----------|--|--|---------|--|
| 1000 Hire of Chamber      | 775   | (110)  | 500 | 610      |  |  | (22.0%) |  |
| 1060 Miscellaneous Income | 1,013 | 10,000 | 0   | (10,000) |  |  | 0.0%    |  |

|                           |              |              |            |                |  |  |                |          |
|---------------------------|--------------|--------------|------------|----------------|--|--|----------------|----------|
| Council Offices :- Income | <b>1,788</b> | <b>9,890</b> | <b>500</b> | <b>(9,390)</b> |  |  | <b>1978.0%</b> | <b>0</b> |
|---------------------------|--------------|--------------|------------|----------------|--|--|----------------|----------|

|                             |       |       |       |       |     |       |       |  |
|-----------------------------|-------|-------|-------|-------|-----|-------|-------|--|
| 4130 Council Tax            | 6,629 | 6,737 | 8,000 | 1,264 |     | 1,264 | 84.2% |  |
| 4131 Electricity            | 2,576 | 973   | 2,200 | 1,227 |     | 1,227 | 44.2% |  |
| 4132 Water charges          | 305   | 101   | 250   | 149   |     | 149   | 40.5% |  |
| 4133 Sewerage               | 0     | 231   | 250   | 19    |     | 19    | 92.4% |  |
| 4136 Photocopier - lease    | 802   | 602   | 810   | 208   |     | 208   | 74.3% |  |
| 4139 Window Cleaning        | 154   | 0     | 240   | 240   |     | 240   | 0.0%  |  |
| 4140 Alarm Maintenance      | 368   | 213   | 450   | 237   |     | 237   | 47.3% |  |
| 4141 Fire Precautions       | 330   | 212   | 446   | 234   |     | 234   | 47.5% |  |
| 4142 Other Maintenance      | 474   | 436   | 550   | 114   |     | 114   | 79.3% |  |
| 4146 Other Office Equipment | 1,167 | 109   | 1,250 | 1,141 | 600 | 541   | 56.7% |  |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                         | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|-----------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4154 Housekeeping Sanitary bins 49      | 170                 | 0                      | 240                   | 240                      |                          | 240                | 0.0%           |                         |
| 4155 Refuse Collecting                  | 709                 | 474                    | 1,300                 | 826                      |                          | 826                | 36.5%          |                         |
| 4162 PWLB - Capital                     | 3,941               | 4,165                  | 4,166                 | 1                        |                          | 1                  | 100.0%         |                         |
| 4163 PWLB- Interest                     | 1,633               | 1,408                  | 1,408                 | 0                        |                          | 0                  | 100.0%         |                         |
| Council Offices :- Indirect Expenditure | <b>19,257</b>       | <b>15,662</b>          | <b>21,560</b>         | <b>5,898</b>             | <b>600</b>               | <b>5,298</b>       | <b>75.4%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(17,469)</b>     | <b>(5,772)</b>         | <b>(21,060)</b>       | <b>(15,288)</b>          |                          |                    |                |                         |
| 6000 plus Transfer from EMR             | 87                  | 0                      |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>   | <b>(17,381)</b>     | <b>(5,772)</b>         |                       |                          |                          |                    |                |                         |
| <u>202 51 High Street</u>               |                     |                        |                       |                          |                          |                    |                |                         |
| 1005 51 High Street Rent R'ved          | 585                 | 0                      | 900                   | 900                      |                          |                    | 0.0%           |                         |
| 51 High Street :- Income                | <b>585</b>          | <b>0</b>               | <b>900</b>            | <b>900</b>               |                          |                    | <b>0.0%</b>    | <b>0</b>                |
| 4170 51 High Street - expenditure       | 1,787               | (389)                  | 900                   | 1,289                    |                          | 1,289              | (43.2%)        |                         |
| 51 High Street :- Indirect Expenditure  | <b>1,787</b>        | <b>(389)</b>           | <b>900</b>            | <b>1,289</b>             | <b>0</b>                 | <b>1,289</b>       | <b>(43.2%)</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(1,202)</b>      | <b>389</b>             | <b>0</b>              | <b>(389)</b>             |                          |                    |                |                         |
| <u>203 The Pavilion</u>                 |                     |                        |                       |                          |                          |                    |                |                         |
| 1030 Rental Income-Pavilion             | 1,249               | 20                     | 1,600                 | 1,580                    |                          |                    | 1.3%           |                         |
| The Pavilion :- Income                  | <b>1,249</b>        | <b>20</b>              | <b>1,600</b>          | <b>1,580</b>             |                          |                    | <b>1.2%</b>    | <b>0</b>                |
| 4179 Pavilion Insurance (CIC)           | 0                   | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%           |                         |
| 4180 Pavilion Electricity               | 2,405               | 826                    | 2,300                 | 1,474                    |                          | 1,474              | 35.9%          |                         |
| 4181 Pavilion water                     | 346                 | 231                    | 500                   | 269                      |                          | 269                | 46.1%          |                         |
| 4182 Pavilion sewerage                  | 658                 | 0                      | 500                   | 500                      |                          | 500                | 0.0%           |                         |
| 4186 Pavilion - fire precautions        | 255                 | 149                    | 250                   | 101                      |                          | 101                | 59.4%          |                         |
| 4187 Pavilion - Refuse                  | 545                 | 283                    | 455                   | 172                      |                          | 172                | 62.2%          |                         |
| The Pavilion :- Indirect Expenditure    | <b>4,209</b>        | <b>1,488</b>           | <b>5,205</b>          | <b>3,717</b>             | <b>0</b>                 | <b>3,717</b>       | <b>28.6%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(2,959)</b>      | <b>(1,468)</b>         | <b>(3,605)</b>        | <b>(2,137)</b>           |                          |                    |                |                         |
| <u>204 Wannock Office</u>               |                     |                        |                       |                          |                          |                    |                |                         |
| 1032 Rental Income-Wannock Office       | 0                   | 0                      | 50                    | 50                       |                          |                    | 0.0%           |                         |
| 1060 Miscellaneous Income               | 0                   | 3,200                  | 0                     | (3,200)                  |                          |                    | 0.0%           |                         |
| Wannock Office :- Income                | <b>0</b>            | <b>3,200</b>           | <b>50</b>             | <b>(3,150)</b>           |                          |                    | <b>6400.0%</b> | <b>0</b>                |
| 4190 Wannock Office Electrictiy         | 1,922               | 850                    | 800                   | (50)                     |                          | (50)               | 106.3%         |                         |
| 4192 Wannock Office Sewage              | 891                 | 400                    | 750                   | 350                      |                          | 350                | 53.3%          |                         |
| 4193 Wannock Office Council Tax         | 3,633               | 3,693                  | 3,700                 | 7                        |                          | 7                  | 99.8%          |                         |



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                                        | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|--------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4195 Wannock Office Maintenance                        | 0                   | 0                      | 360                   | 360                      |                          | 360                | 0.0%           |                         |
| 4196 Wannock Office Fire Precaution                    | 0                   | 0                      | 150                   | 150                      |                          | 150                | 0.0%           |                         |
| 4197 Wannock grounds Maintenance                       | 0                   | 4,323                  | 6,500                 | 2,177                    |                          | 2,177              | 66.5%          |                         |
| 4198 PWMRG CIC Grant (Interim)                         | 128                 | 13                     | 0                     | (13)                     |                          | (13)               | 0.0%           |                         |
| Wannock Office :- Indirect Expenditure                 | <b>6,574</b>        | <b>9,279</b>           | <b>12,260</b>         | <b>2,981</b>             | <b>0</b>                 | <b>2,981</b>       | <b>75.7%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(6,574)</b>      | <b>(6,079)</b>         | <b>(12,210)</b>       | <b>(6,131)</b>           |                          |                    |                |                         |
| <u>205 High Street Toilets</u>                         |                     |                        |                       |                          |                          |                    |                |                         |
| 1035 High St Toilets Community Sche                    | 926                 | 617                    | 1,234                 | 617                      |                          |                    | 50.0%          |                         |
| 1060 Miscellaneous Income                              | 38                  | 26,000                 | 0                     | (26,000)                 |                          |                    | 0.0%           | 26,000                  |
| High Street Toilets :- Income                          | <b>964</b>          | <b>26,617</b>          | <b>1,234</b>          | <b>(25,383)</b>          |                          |                    | <b>2157.0%</b> | <b>26,000</b>           |
| 4500 Toilets High St - Cleaning                        | 5,729               | 5,208                  | 6,500                 | 1,292                    |                          | 1,292              | 80.1%          |                         |
| 4501 Toilets High St - Maintenance                     | 445                 | 0                      | 650                   | 650                      |                          | 650                | 0.0%           |                         |
| 4502 Toilets High St - Electricity                     | 562                 | 155                    | 500                   | 345                      |                          | 345                | 31.0%          |                         |
| 4503 Toilets High St - Water & Sewe                    | 673                 | 188                    | 900                   | 712                      |                          | 712                | 20.9%          |                         |
| 4504 Toilets High St - Other                           | 252                 | 0                      | 700                   | 700                      |                          | 700                | 0.0%           | (2,291)                 |
| 4505 Toilets High St - Non Domestic                    | 1,007               | 572                    | 1,200                 | 628                      |                          | 628                | 47.6%          |                         |
| 8060 Misc Resolved Gen Reserves & c                    | 0                   | 68,991                 | 0                     | (68,991)                 |                          | (68,991)           | 0.0%           | 66,500                  |
| High Street Toilets :- Indirect Expenditure            | <b>8,668</b>        | <b>75,114</b>          | <b>10,450</b>         | <b>(64,664)</b>          | <b>0</b>                 | <b>(64,664)</b>    | <b>718.8%</b>  | <b>64,209</b>           |
| <b>Net Income over Expenditure</b>                     | <b>(7,704)</b>      | <b>(48,497)</b>        | <b>(9,216)</b>        | <b>39,281</b>            |                          |                    |                |                         |
| 6000 plus Transfer from EMR                            | 0                   | 66,500                 |                       |                          |                          |                    |                |                         |
| 6001 less Transfer to EMR                              | 0                   | 23,709                 |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(7,704)</b>      | <b>(5,706)</b>         |                       |                          |                          |                    |                |                         |
| <u>301 Town Centre and Community Safe</u>              |                     |                        |                       |                          |                          |                    |                |                         |
| 4201 CCTV costs                                        | 3,664               | 1,979                  | 3,500                 | 1,521                    |                          | 1,521              | 56.5%          |                         |
| Town Centre and Community Safe :- Indirect Expenditure | <b>3,664</b>        | <b>1,979</b>           | <b>3,500</b>          | <b>1,521</b>             | <b>0</b>                 | <b>1,521</b>       | <b>56.5%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>(3,664)</b>      | <b>(1,979)</b>         | <b>(3,500)</b>        | <b>(1,521)</b>           |                          |                    |                |                         |
| 6000 plus Transfer from EMR                            | 988                 | 0                      |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(2,676)</b>      | <b>(1,979)</b>         |                       |                          |                          |                    |                |                         |
| <u>302 Recreation Grounds</u>                          |                     |                        |                       |                          |                          |                    |                |                         |
| 1022 Brightling Road lease                             | 0                   | 120                    | 120                   | 0                        |                          |                    | 100.0%         |                         |
| 1050 Insurance Refunds/claim rebate                    | 663                 | 440                    | 0                     | (440)                    |                          |                    | 0.0%           |                         |
| 1060 Miscellaneous Income                              | 2,178               | 0                      | 0                     | 0                        |                          |                    | 0.0%           |                         |
| Recreation Grounds :- Income                           | <b>2,841</b>        | <b>560</b>             | <b>120</b>            | <b>(440)</b>             |                          |                    | <b>466.7%</b>  | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                            | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4220 General Maintenance                   | 23,661              | 1,766                  | 9,000                 | 7,234                    | 5,216                    | 2,018              | 77.6%         |                         |
| 4221 Recreation ground - water             | 0                   | 0                      | 350                   | 350                      |                          | 350                | 0.0%          |                         |
| 4223 Grounds Maintenance                   | 6,446               | 2,927                  | 2,800                 | (127)                    |                          | (127)              | 104.5%        |                         |
| 4224 Travel Costs re playgrounds           | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4230 Skate Park                            | 4,840               | 1,120                  | 6,000                 | 4,880                    |                          | 4,880              | 18.7%         |                         |
| 4235 Toilets                               | 5,808               | 5,208                  | 6,500                 | 1,292                    |                          | 1,292              | 80.1%         |                         |
| 4238 Litter Bins                           | 1,125               | 1,125                  | 2,500                 | 1,375                    |                          | 1,375              | 45.0%         |                         |
| 4240 Oakleaf Lease Charges                 | 150                 | 150                    | 150                   | 0                        |                          | 0                  | 100.0%        |                         |
| 4241 Dog Bins                              | 2,500               | 1,875                  | 2,500                 | 625                      |                          | 625                | 75.0%         |                         |
| 4242 Playground Equipment                  | 18,759              | 959                    | 3,600                 | 2,641                    |                          | 2,641              | 26.6%         |                         |
| 4243 Safety Inspections                    | 1,120               | 1,042                  | 1,500                 | 459                      |                          | 459                | 69.4%         |                         |
| 8060 Misc Resolved Gen Reserves & c        | 0                   | 16,117                 | 0                     | (16,117)                 |                          | (16,117)           | 0.0%          |                         |
| Recreation Grounds :- Indirect Expenditure | <b>64,408</b>       | <b>32,288</b>          | <b>35,400</b>         | <b>3,112</b>             | <b>5,216</b>             | <b>(2,104)</b>     | <b>105.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>         | <b>(61,567)</b>     | <b>(31,728)</b>        | <b>(35,280)</b>       | <b>(3,552)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 26,813              | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(34,754)</b>     | <b>(31,728)</b>        |                       |                          |                          |                    |               |                         |
| <b>303 Highways</b>                        |                     |                        |                       |                          |                          |                    |               |                         |
| 1051 Urban Grasscutting Income             | 3,362               | 3,008                  | 3,008                 | 0                        |                          |                    | 100.0%        |                         |
| Highways :- Income                         | <b>3,362</b>        | <b>3,008</b>           | <b>3,008</b>          | <b>0</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 4253 Highways litter bins                  | 375                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4256 Urban grasscutting                    | 17,100              | 13,095                 | 26,000                | 12,905                   |                          | 12,905             | 50.4%         |                         |
| 4257 Bench provisions - highways           | 1,835               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4258 Flower Beds                           | 6,548               | 5,369                  | 6,000                 | 631                      |                          | 631                | 89.5%         |                         |
| 4259 Council Gardens - office              | 650                 | 430                    | 650                   | 220                      |                          | 220                | 66.2%         |                         |
| Highways :- Indirect Expenditure           | <b>26,508</b>       | <b>18,894</b>          | <b>32,650</b>         | <b>13,756</b>            | <b>0</b>                 | <b>13,756</b>      | <b>57.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>         | <b>(23,146)</b>     | <b>(15,886)</b>        | <b>(29,642)</b>       | <b>(13,756)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 1,200               | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(21,946)</b>     | <b>(15,886)</b>        |                       |                          |                          |                    |               |                         |
| <b>304 Allotments</b>                      |                     |                        |                       |                          |                          |                    |               |                         |
| 1070 Allotment Fees                        | 1,724               | 1,752                  | 1,170                 | (582)                    |                          |                    | 149.7%        |                         |
| 1072 Gosford Way Allotments                | 105                 | 120                    | 175                   | 55                       |                          |                    | 68.6%         |                         |
| 1073 Allotment Deposit Retained            | 520                 | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| Allotments :- Income                       | <b>2,349</b>        | <b>1,872</b>           | <b>1,345</b>          | <b>(527)</b>             |                          |                    | <b>139.2%</b> | <b>0</b>                |
| 4270 Allotments - maintenance              | 1,445               | 190                    | 550                   | 360                      |                          | 360                | 34.5%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                                         | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4271 Allotments - improvements                          | 300                 | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4272 Allotments - water                                 | 803                 | 822                    | 650                   | (172)                    |                          | (172)              | 126.4%        |                         |
| 4273 Allotment - rent of land Gosfo                     | 90                  | 0                      | 175                   | 175                      |                          | 175                | 0.0%          |                         |
| 4274 Allotment Grounds maintenance                      | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| <b>Allotments :- Indirect Expenditure</b>               | <b>2,638</b>        | <b>1,012</b>           | <b>2,175</b>          | <b>1,163</b>             | <b>0</b>                 | <b>1,163</b>       | <b>46.5%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                      | <b>(289)</b>        | <b>860</b>             | <b>(830)</b>          | <b>(1,690)</b>           |                          |                    |               |                         |
| <b>305 Street Lighting</b>                              |                     |                        |                       |                          |                          |                    |               |                         |
| 1050 Insurance Refunds/claim rebate                     | 950                 | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| <b>Street Lighting :- Income</b>                        | <b>950</b>          | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               | <b>0</b>                |
| 4280 Street Light - energy                              | 7,221               | (0)                    | 9,100                 | 9,100                    |                          | 9,100              | 0.0%          |                         |
| 4281 Street Light - Maintenance                         | 8,600               | 0                      | 9,900                 | 9,900                    |                          | 9,900              | 0.0%          |                         |
| 4282 Street Light - new works/impro                     | 14,014              | 5,906                  | 23,000                | 17,094                   |                          | 17,094             | 25.7%         |                         |
| 4286 Christmas decorations                              | 10,621              | 10,787                 | 12,000                | 1,213                    |                          | 1,213              | 89.9%         |                         |
| 4287 Additional Christmas Decoratio                     | 0                   | 2,250                  | 4,000                 | 1,750                    |                          | 1,750              | 56.3%         |                         |
| <b>Street Lighting :- Indirect Expenditure</b>          | <b>40,456</b>       | <b>18,942</b>          | <b>58,000</b>         | <b>39,058</b>            | <b>0</b>                 | <b>39,058</b>      | <b>32.7%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                      | <b>(39,506)</b>     | <b>(18,942)</b>        | <b>(58,000)</b>       | <b>(39,058)</b>          |                          |                    |               |                         |
| <b>306 Prize and Prize Giving</b>                       |                     |                        |                       |                          |                          |                    |               |                         |
| 4096 Remembrance Wreath                                 | 25                  | 0                      | 30                    | 30                       |                          | 30                 | 0.0%          |                         |
| <b>Prize and Prize Giving :- Indirect Expenditure</b>   | <b>25</b>           | <b>0</b>               | <b>30</b>             | <b>30</b>                | <b>0</b>                 | <b>30</b>          | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                  | <b>(25)</b>         | <b>0</b>               | <b>(30)</b>           | <b>(30)</b>              |                          |                    |               |                         |
| <b>307 The Polegate Partnership</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 1040 SponsorFlower Beds Hailsham Rd                     | 1,000               | 750                    | 1,000                 | 250                      |                          |                    | 75.0%         |                         |
| <b>The Polegate Partnership :- Income</b>               | <b>1,000</b>        | <b>750</b>             | <b>1,000</b>          | <b>250</b>               |                          |                    | <b>75.0%</b>  | <b>0</b>                |
| 4306 Replace Hailsham Rd Beds                           | 170                 | 1,342                  | 500                   | (842)                    |                          | (842)              | 268.5%        | 842                     |
| 4307 Hailsham Flowers Maintenance                       | 358                 | 306                    | 500                   | 194                      |                          | 194                | 61.2%         |                         |
| <b>The Polegate Partnership :- Indirect Expenditure</b> | <b>528</b>          | <b>1,648</b>           | <b>1,000</b>          | <b>(648)</b>             | <b>0</b>                 | <b>(648)</b>       | <b>164.8%</b> | <b>842</b>              |
| <b>Net Income over Expenditure</b>                      | <b>472</b>          | <b>(898)</b>           | <b>0</b>              | <b>898</b>               |                          |                    |               |                         |
| 6000 plus Transfer from EMR                             | 0                   | 842                    |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                   | <b>472</b>          | <b>(56)</b>            |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                                                | Actual Last<br>Year   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>401 The Planning Committee</u>              |                       |                        |                       |                          |                          |                    |               |                         |
| 4320 Planning Committee - Halls                | 11                    | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| The Planning Committee :- Indirect Expenditure | <u>11</u>             | <u>0</u>               | <u>200</u>            | <u>200</u>               | <u>0</u>                 | <u>200</u>         | <u>0.0%</u>   | <u>0</u>                |
| <b>Net Expenditure</b>                         | <u>(11)</u>           | <u>0</u>               | <u>(200)</u>          | <u>(200)</u>             |                          |                    |               |                         |
| Grand Totals:- Income                          | <b>386,274</b>        | <b>594,963</b>         | <b>360,274</b>        | <b>(234,689)</b>         |                          |                    | <b>165.1%</b> |                         |
| Expenditure                                    | <b>232,815</b>        | <b>207,617</b>         | <b>234,182</b>        | <b>26,565</b>            | <b>5,816</b>             | <b>20,749</b>      | <b>91.1%</b>  |                         |
| <b>Net Income over Expenditure</b>             | <u><b>153,459</b></u> | <u><b>387,346</b></u>  | <u><b>126,092</b></u> | <u><b>(261,254)</b></u>  |                          |                    |               |                         |
| plus Transfer from EMR                         | <b>29,213</b>         | <b>67,342</b>          |                       |                          |                          |                    |               |                         |
| less Transfer to EMR                           | <b>30,798</b>         | <b>221,640</b>         |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <u><b>151,873</b></u> | <u><b>233,049</b></u>  |                       |                          |                          |                    |               |                         |

**Earmarked Reserves**

| Account                           | Opening Balance   | Net Transfers     | Closing Balance   |
|-----------------------------------|-------------------|-------------------|-------------------|
| 320 Council Office Mntce Fund     | 22,115.00         |                   | 22,115.00         |
| 321 Recreation Fund               | 0.00              |                   | 0.00              |
| 322 Town Election/Poll/Referendum | 16,657.00         |                   | 16,657.00         |
| 323 Polegate Town Map Fund        | 0.00              |                   | 0.00              |
| 324 Elections Fund                | 29,320.00         | -11,483.00        | 17,837.00         |
| 325 Pavilion Refurbishment Fund   | 0.00              |                   | 0.00              |
| 326 Youth Shelter Reserve         | 0.00              |                   | 0.00              |
| 328 Office IT Equipment Reserve   | 0.00              |                   | 0.00              |
| 329 Other Office Equipment        | 240.47            | -240.47           | 0.00              |
| 330 Crossing Patrol Reserve       | 0.00              |                   | 0.00              |
| 331 Brightling Reserve            | 19.21             |                   | 19.21             |
| 332 Bus shelter reserve           | 0.00              |                   | 0.00              |
| 333 Diamond Jubilee Reserve       | 0.00              |                   | 0.00              |
| 334 Town Focal Enhancemt Reserve  | 592.20            |                   | 592.20            |
| 335 Street Lights Reserve         | 167,779.04        |                   | 167,779.04        |
| 336 Legals/fencing re s/water     | 6,000.00          |                   | 6,000.00          |
| 337 High Street Toilets Reserve   | 14,284.00         | -14,284.00        | 0.00              |
| 338 Hailsham Beds Reserve         | 1,741.00          | -842.46           | 898.54            |
| 339 Office Alterations Reserve    | 26,165.00         |                   | 26,165.00         |
| 340 Guardian Court Crossing       | 0.00              |                   | 0.00              |
| 341 Staff - Consultant/Temporary  | 167.55            |                   | 167.55            |
| 342 Age Gym S106 funds Centre     | 0.00              |                   | 0.00              |
| 343 Tree Audit                    | 0.00              |                   | 0.00              |
| 344 Play Equipment                | 0.00              |                   | 0.00              |
| 345 Flower Bulbs EMR              | 365.05            |                   | 365.05            |
| 346 Neighbourhood Plan            | 15,000.00         |                   | 15,000.00         |
| 347 CCTV reserve                  | 3,344.00          |                   | 3,344.00          |
| 348 Consultation/Newsletter       | 1,003.00          |                   | 1,003.00          |
| 349 CIL funds                     | 26,504.65         | 181,057.11        | 207,561.76        |
| 350 Picnic Benches                | 788.00            |                   | 788.00            |
| 351 Skate Park                    | 4,795.00          |                   | 4,795.00          |
| 352 Overtime                      | 1,036.27          |                   | 1,036.27          |
| 353 Polegate Community Library    | 51,000.00         |                   | 51,000.00         |
| 354 New air con unit              | 0.00              | 600.00            | 600.00            |
| 355 Christmas Lights (new)        | 0.00              | 1,750.00          | 1,750.00          |
|                                   | <b>388,916.44</b> | <b>156,557.18</b> | <b>545,473.62</b> |

13/01/2021

Polegate Town Council

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Journal Reprint

User: SG

Date 13/02/2021

Month No: 10

Journal Ref: 518

| <u>A/c</u>                                                            | <u>Description</u>     | <u>Centre</u> | <u>Description</u> | <u>Transaction Detail</u>      | <u>Debit</u>    | <u>Credit</u>   |
|-----------------------------------------------------------------------|------------------------|---------------|--------------------|--------------------------------|-----------------|-----------------|
| 355                                                                   | Christmas Lights (new) | 0             |                    | Transfer from additional light |                 | 1,750.00        |
| 5000                                                                  | Transfer to Reserves   | 0             |                    | Transfer from additional light | 1,750.00        |                 |
| <b>Narrative:</b> Movement from 4287 additional christmas decorations |                        |               |                    | <b>Journal Totals</b>          | <b>1,750.00</b> | <b>1,750.00</b> |

| Date                | 20/01/2021        | Month No: 10 | Current Period |                              |        | Journal Ref: 519 |  |
|---------------------|-------------------|--------------|----------------|------------------------------|--------|------------------|--|
| A/c                 | Description       | Centre       | Description    | Transaction Detail           | Debit  | Credit           |  |
| 4012                | Finance Assistant | 101          | Employee costs | Pension Payment November EEs |        | 156.10           |  |
| 4000                | Town Clerk        | 101          | Employee costs | Pension Payment November EEs | 156.10 |                  |  |
| 4012                | Finance Assistant | 101          | Employee costs | Pension Payment December EEs |        | 174.80           |  |
| 4000                | Town Clerk        | 101          | Employee costs | Pension Payment December EEs | 174.80 |                  |  |
| Narrative: Mis-code |                   |              |                | Journal Totals               | 330.90 | 330.90           |  |

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**Date** 25/01/2021      **Month No: 10** **Journal Ref: 520**

| <u>A/c</u>                                                                                                                     | <u>Description</u>     | <u>Centre</u> | <u>Description</u> | <u>Transaction Detail</u>         | <u>Debit</u>          | <u>Credit</u> |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|--------------------|-----------------------------------|-----------------------|---------------|
| <u>Transfer from EMR: A/c 4069, Office telephones</u>                                                                          |                        |               |                    |                                   |                       |               |
| 6000                                                                                                                           | Transfer from EMR      | 102           | Administration     | USE RESERVE FOR TELEPHONE<br>EXTR | 240.47                |               |
| 329                                                                                                                            | Other Office Equipment |               |                    |                                   |                       | 240.47        |
| <b>Narrative:</b> Journal to credit 4069 and debit EMR 329 for spending on additional phone parts for office new phone system. |                        |               |                    |                                   | <b>Journal Totals</b> |               |
|                                                                                                                                |                        |               |                    |                                   | <u>240.47</u>         | <u>240.47</u> |

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27/01/2021

Polegate Town Council

Page 1

15:20

Journal Reprint

User: SG

Date 25/01/2021

Month No: 10

Journal Ref: 521

| <u>A/c</u>                                                                                                      | <u>Description</u>     | <u>Centre</u> | <u>Description</u> | <u>Transaction Detail</u>      | <u>Debit</u>          | <u>Credit</u> |
|-----------------------------------------------------------------------------------------------------------------|------------------------|---------------|--------------------|--------------------------------|-----------------------|---------------|
| <u>Transfer from EMR: A/c 4069, Office telephones</u>                                                           |                        |               |                    |                                |                       |               |
| 6000                                                                                                            | Transfer from EMR      | 102           | Administration     | reverse journal 520            |                       | 240.47        |
| 329                                                                                                             | Other Office Equipment |               |                    |                                | 240.47                |               |
| 6000                                                                                                            | Transfer from EMR      | 102           | Administration     | spend from EMR for extra offic |                       | 240.47        |
| 329                                                                                                             | Other Office Equipment |               |                    |                                | 240.47                |               |
| <b>Narrative:</b> reverse journal 520 (incorrect direction).<br>To use EMR to pay for extra office phone parts. |                        |               |                    |                                | <b>Journal Totals</b> |               |
|                                                                                                                 |                        |               |                    |                                | <b>480.94</b>         | <b>480.94</b> |

| Date                                                  | 25/01/2021             | Month No: 10 |                | Journal Ref: 525               |               |               |
|-------------------------------------------------------|------------------------|--------------|----------------|--------------------------------|---------------|---------------|
| A/c                                                   | Description            | Centre       | Description    | Transaction Detail             | Debit         | Credit        |
| 4069                                                  | Office telephones      | 102          | Administration | extra phone parts from reserve |               | 240.47        |
| 329                                                   | Other Office Equipment | 0            |                | extra phone parts from reserve | 240.47        |               |
| <u>Transfer from EMR: A/c 4069, Office telephones</u> |                        |              |                |                                |               |               |
| 6000                                                  | Transfer from EMR      | 102          | Administration | reverse journal 522            | 240.47        |               |
| 329                                                   | Other Office Equipment |              |                |                                |               | 240.47        |
| <b>Narrative:</b> reverse journal entry 522           |                        |              |                | <b>Journal Totals</b>          | <b>480.94</b> | <b>480.94</b> |
| pay for extra phone parts from EMR 329                |                        |              |                |                                |               |               |

|                                                                      |                                    |               |                    |                           |                  |               |
|----------------------------------------------------------------------|------------------------------------|---------------|--------------------|---------------------------|------------------|---------------|
| Date                                                                 |                                    | 27/01/2021    | Month No: 10       |                           | Journal Ref: 526 |               |
| <u>A/c</u>                                                           | <u>Description</u>                 | <u>Centre</u> | <u>Description</u> | <u>Transaction Detail</u> | <u>Debit</u>     | <u>Credit</u> |
| 4039                                                                 | Legal fees                         | 102           | Administration     | stonewater gen reserves   |                  | 350.00        |
| 8060                                                                 | Misc Resolved Gen Reserves & 102 c |               | Administration     | stonewater gen reserves   | 350.00           |               |
| Narrative: Stonewater legals to come from general reserves, miscode. |                                    |               |                    | Journal Totals            | 350.00           | 350.00        |

## **Payments For Authorisation**

This is the full list of payments that have been made in January

Some have been pre-approved due to COVID

## Current/Business Premium

Payments made between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

| <u>Date</u>                      | <u>Payee Name</u>            | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>     |
|----------------------------------|------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 01/01/2021                       | Wealden District Council     | DIRECT DEB       | 369.00              |                    |              | 4193       | 204           | 369.00          | Rates Wannock Office           |
| 06/01/2021                       | PKF Littlejohn LLP           | BX492518         | 960.00              |                    | 160.00       | 4040       | 102           | 800.00          | External Audit Fees            |
| 06/01/2021                       | Kingdom Services Group Ltd   | BX493606         | 1,250.02            |                    | 208.34       | 4500       | 205           | 520.84          | Toilet Cleaning High St (Oct)  |
|                                  |                              |                  |                     |                    |              | 4235       | 302           | 520.84          | Toilet Cleaning Wannock (Oct)  |
| 06/01/2021                       | Kingdom Services Group Ltd   | BX493652         | 1,250.02            |                    | 208.34       | 4500       | 205           | 520.84          | Toilet Cleaning High Str (Nov) |
|                                  |                              |                  |                     |                    |              | 4235       | 302           | 520.84          | Toilet Cleaning Wannock (Nov)  |
| 06/01/2021                       | Ultralite Limited            | BX493776         | 15,433.20           |                    | 2,572.20     | 4286       | 305           | 10,611.00       | Annual Festive Lighting 2020   |
|                                  |                              |                  |                     |                    |              | 4287       | 305           | 1,950.00        | Replace lights Jubilee tree    |
|                                  |                              |                  |                     |                    |              | 4287       | 305           | 300.00          | Repair&replace lights Harveste |
| 06/01/2021                       | Surrey Hills Solicitors LLP  | BX494613         | 420.00              |                    | 70.00        | 4039       | 102           | 350.00          | Fees re acquisition Stonewater |
| 06/01/2021                       | Surrey Hills Solicitors LLP  | BX494693         | 390.00              |                    | 65.00        | 8060       | 102           | 325.00          | Fees re PWMRG CIC resolved     |
| 06/01/2021                       | SME IT Solutions Ltd         | BX495095         | 402.65              |                    | 67.11        | 4071       | 102           | 174.54          | Bitdefender & Backup           |
|                                  |                              |                  |                     |                    |              | 4072       | 102           | 123.40          | Office 365                     |
|                                  |                              |                  |                     |                    |              | 4036       | 102           | 22.60           | Microsoft Project Plan         |
|                                  |                              |                  |                     |                    |              | 4037       | 102           | 15.00           | Web Hosting Package            |
| 06/01/2021                       | Surrey Hills Solicitors LLP  | BX495217         | 168.00              |                    | 25.00        | 4039       | 102           | 125.00          | Fees re General Legal Advice   |
|                                  |                              |                  |                     |                    |              | 4039       | 102           | 18.00           | Land Registry Search Fees      |
| 06/01/2021                       | Reef Environmental Solutions | BX495577         | 77.40               |                    | 12.90        | 4155       | 201           | 64.50           | Waste Collection 49 High St    |
| 06/01/2021                       | Europlants Ltd               | BX495913         | 49.51               |                    | 8.25         | 4307       | 307           | 30.60           | Hailsham Beds Maint & Water    |
|                                  |                              |                  |                     |                    |              | 4258       | 303           | 10.66           | Winter Monthly Maintenance     |
| 06/01/2021                       | Surrey Hills Solicitors LLP  | BX496015         | 270.00              |                    | 45.00        | 8060       | 102           | 225.00          | Fees re 49 HighStreet Resolved |
| 06/01/2021                       | Reef Environmental Solutions | BX496634         | 52.50               |                    | 8.75         | 4187       | 203           | 43.75           | Waste Collection Wannock       |
| 06/01/2021                       | Lewes District Council       | BX496856         | 90.00               |                    | 15.00        | 4243       | 302           | 75.00           | Monthly Play Area Inspections  |
| 07/01/2021                       | Barclays Bank                | DIRECT DEB       | 60.39               |                    |              | 4056       | 102           | 60.39           | Commission Charges 13/11-13/12 |
| 10/01/2021                       | Nest pension scheme          | NEST             | 329.72              |                    |              | 4000       | 101           | 150.76          | Pension Payment January EEs    |
|                                  |                              |                  |                     |                    |              | 4012       | 101           | 37.65           | Pension Payment                |
| <b>Subtotal Carried Forward:</b> |                              |                  | 21,572.41           | 0.00               | 3,465.89     |            |               | 17,965.21       |                                |

## Current/Business Premium

Payments made between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

| <u>Date</u>               | <u>Payee Name</u>        | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>     |
|---------------------------|--------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
|                           |                          |                  |                     |                    |              |            |               |                 | January EEs                    |
|                           |                          |                  |                     |                    |              | 4008       | 101           | 141.31          | Pension Payment January ERs    |
| 11/01/2021                | EDF Energy               | DIRECT DEB       | 156.23              |                    | 26.04        | 4131       | 201           | 130.19          | Electricity 49 High Street     |
| 14/01/2021                | EDF Energy               | DIRECT DEB       | 74.41               |                    | 3.54         | 4170       | 202           | 70.87           | Electricity 51 High Street     |
| 14/01/2021                | EDF Energy               | DIRECT DEB       | 273.05              |                    | 45.51        | 4190       | 204           | 227.54          | Electricity Wannock Office     |
| 14/01/2021                | EDF Energy               | DIRECT DEB       | 319.94              |                    | 53.32        | 4180       | 203           | 266.62          | Electricity Pavilion           |
| 15/01/2021                | Staff Salaries Cash Book | BX556955         | 7,205.93            |                    |              | 202        |               | 7,205.93        | January Salaries               |
| 15/01/2021                | Inland revenue           | BX688178         | 1,938.89            |                    |              | 4011       | 101           | 17.90           | NI EEs (January)               |
|                           |                          |                  |                     |                    |              | 4001       | 101           | 206.10          | Tax & NI EEs (January)         |
|                           |                          |                  |                     |                    |              | 4000       | 101           | 902.41          | Tax & NI EEs (January)         |
|                           |                          |                  |                     |                    |              | 4012       | 101           | 18.50           | Tax & NI EEs (January)         |
|                           |                          |                  |                     |                    |              | 4003       | 101           | 164.00          | Tax EEs (January)              |
|                           |                          |                  |                     |                    |              | 4004       | 101           | 68.20           | Tax EEs (January)              |
|                           |                          |                  |                     |                    |              | 4002       | 101           | 16.60           | NI EEs (January)               |
|                           |                          |                  |                     |                    |              | 4007       | 101           | 545.18          | NI ERs (January)               |
| 15/01/2021                | Wealden District Council | DIRECT DEB       | 674.00              |                    |              | 4130       | 201           | 674.00          | Rates 49 High Street           |
| 20/01/2021                | Ripley Ltd               | BX685800         | 79.20               |                    | 13.20        | 4220       | 302           | 66.00           | Repair mains water pipe Cophal |
| 20/01/2021                | East Sussex Highways     | BX686509         | 61.86               |                    | 10.31        | 4282       | 305           | 51.55           | Structural Testing of Columns  |
| 20/01/2021                |                          | BX686553         | 240.00              |                    |              | 4014       | 101           | 240.00          | Fees re Various Consultancy    |
| 20/01/2021                | Viking                   | BX686714         | 329.40              |                    | 54.90        | 4220       | 302           | 33.90           | Hand Gel & Bin Liners          |
|                           |                          |                  |                     |                    |              | 4031       | 102           | 240.60          | Various Stationery Items       |
| 20/01/2021                | SME IT Solutions Ltd     | BX687550         | 28.80               |                    | 4.80         | 4037       | 102           | 24.00           | Annual DomainWebHostingP       |
| 20/01/2021                | Anglia Sign Casting Ltd  | BX688104         | 219.74              |                    | 36.62        | 4093       | 103           | 183.12          | Memorial Plaques x 2           |
| 22/01/2021                | Healthmatic Ltd          | BX853076         | 77,619.60           |                    | 12,936.60    | 8060       | 205           | 36,176.00       | Installation of Modular Toilet |
|                           |                          |                  |                     |                    |              | 337        |               | -36,176.00      | Installation of Modular Toilet |
|                           |                          |                  |                     |                    |              | 6000       | 205           | 36,176.00       | Installation of Modular Toilet |
|                           |                          |                  |                     |                    |              | 8060       | 205           | 11,483.00       | Installation of Modular Toilet |
|                           |                          |                  |                     |                    |              | 324        |               | -11,483.00      | Installation of Modular Toilet |
| Subtotal Carried Forward: |                          |                  | 110,793.46          | 0.00               | 16,650.73    |            |               | 65,635.73       |                                |

## Current/Business Premium

Payments made between 01/01/2021 and 31/01/2021

| Nominal Ledger Analysis   |                   |                  |                     |                    |              |            |               |                 |                                |
|---------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| <u>Date</u>               | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>     |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 11,483.00       | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 8060       | 205           | 17,024.00       | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 349        |               | -17,024.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 17,024.00       | Installation of Modular Toilet |
| 22/01/2021                | Healthmatic Ltd   | BX853076         | -77,619.60          |                    | -12,936.60   | 8060       | 205           | -36,176.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 337        |               | 36,176.00       | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 6000       | 205           | -36,176.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 8060       | 205           | -11,483.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 324        |               | 11,483.00       | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 6000       | 205           | -11,483.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 8060       | 205           | -17,024.00      | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 349        |               | 17,024.00       | Installation of Modular Toilet |
|                           |                   |                  |                     |                    |              | 6000       | 205           | -17,024.00      | Installation of Modular Toilet |
| 26/01/2021                | Healthmatic Ltd   | BX101413         | 38,809.80           |                    | 6,468.30     | 8060       | 205           | 18,088.00       | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 337        |               | -18,088.00      | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 18,088.00       | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 8060       | 205           | 5,741.50        | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 324        |               | -5,741.50       | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 5,741.50        | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 8060       | 205           | 8,512.00        | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 349        |               | -8,512.00       | InstallationOfModular          |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 8,512.00        | InstallationOfModular          |
| 26/01/2021                | Healthmatic Ltd   | BX853076         | 38,809.80           |                    | 6,468.30     | 8060       | 205           | 18,088.00       | InstallationOfModular Toilet_1 |
|                           |                   |                  |                     |                    |              | 337        |               | -18,088.00      | InstallationOfModular Toilet_1 |
|                           |                   |                  |                     |                    |              | 6000       | 205           | 18,088.00       | InstallationOfModular Toilet_1 |
| Subtotal Carried Forward: |                   |                  | 110,793.46          | 0.00               | 16,650.73    |            |               | 79,889.23       |                                |

## Payments made between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

| <u>Date</u>     | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>     |
|-----------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
|                 |                                |                  |                     |                    |              | 8060       | 205           | 5,741.50        | InstallationOfModular Toilet_1 |
|                 |                                |                  |                     |                    |              | 324        |               | -5,741.50       | InstallationOfModular Toilet_1 |
|                 |                                |                  |                     |                    |              | 6000       | 205           | 5,741.50        | InstallationOfModular Toilet_1 |
|                 |                                |                  |                     |                    |              | 8060       | 205           | 8,512.00        | InstallationOfModular Toilet_1 |
|                 |                                |                  |                     |                    |              | 349        |               | -8,512.00       | InstallationOfModular Toilet_1 |
|                 |                                |                  |                     |                    |              | 6000       | 205           | 8,512.00        | InstallationOfModular Toilet_1 |
| 27/01/2021      | BarclayCard                    | BARCLAYCA        | 52.98               |                    | 8.83         | 4032       | 102           | 44.15           | Toner (Staff Home Working)     |
| 29/01/2021      | SME IT Solutions Ltd           | BX496467         | 179.46              |                    | 29.91        | 4069       | 102           | 106.33          | Office Telephones              |
|                 |                                |                  |                     |                    |              | 4070       | 102           | 34.99           | Office Broadband               |
|                 |                                |                  |                     |                    |              | 4093       | 103           | 8.23            | Mobile Phone                   |
| 29/01/2021      | Kingdom Services Group Ltd     | BX497147         | 1,250.02            |                    | 208.34       | 4500       | 205           | 520.84          | Toilet Cleaning High Street    |
|                 |                                |                  |                     |                    |              | 4235       | 302           | 520.84          | Toilet Cleaning Wannock        |
| 29/01/2021      | Stephen Wilson Partnership Ltd | BX497440         | 1,200.00            |                    | 200.00       | 8060       | 302           | 1,000.00        | BrightlingBridgeAsse Rsv       |
| 29/01/2021      | SignWizard                     | BX498025         | 56.00               |                    |              | 4220       | 302           | 56.00           | Vinyl Stickers for Planters    |
| 29/01/2021      | SME IT Solutions Ltd           | BX498935         | 451.36              |                    | 75.23        | 4071       | 102           | 215.13          | Bitdefender & Back Up          |
|                 |                                |                  |                     |                    |              | 4072       | 102           | 123.40          | Office 365                     |
|                 |                                |                  |                     |                    |              | 4036       | 102           | 22.60           | Microsoft Project Plan         |
|                 |                                |                  |                     |                    |              | 4037       | 102           | 15.00           | Web Hosting Package            |
| 29/01/2021      | Surrey Hills Solicitors LLP    | BX499499         | 120.00              |                    | 20.00        | 4014       | 101           | 100.00          | Fees re GenAdvice&S106 Indemni |
| 29/01/2021      | Ripley Ltd                     | BX499609         | 84.00               |                    | 14.00        | 4270       | 304           | 70.00           | Repair of pipework at Cophall  |
| 29/01/2021      | Polegate WMRG CIC              | BX500766         | 13.00               |                    |              | 4198       | 204           | 13.00           | Grant for Filing Fees          |
| 29/01/2021      | Surrey Hills Solicitors LLP    | BX500839         | 120.00              |                    | 20.00        | 4014       | 101           | 100.00          | Fees re PADMEC Licence&Insuran |
| Total Payments: |                                |                  | 114,320.28          | 0.00               | 17,227.04    |            |               | 97,093.24       |                                |



## Summary Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

|                    |                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--------------------|--------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 101 Employee costs | Income                         | 1,326               | 0                      | 1,038                 | 1,038                    |                          |                    | 0.0%         |
|                    | Expenditure                    | 114,673             | 98,912                 | 127,216               | 28,304                   |                          | 28,304             | 77.8%        |
|                    | Net Income over Expenditure    | <u>(113,347)</u>    | <u>(98,912)</u>        | <u>(126,178)</u>      | <u>(27,266)</u>          |                          |                    |              |
|                    | plus Transfer from EMR         | 1,291               | 0                      |                       |                          |                          |                    |              |
|                    | Movement to/(from) Gen Reserve | <u>(112,056)</u>    | <u>(98,912)</u>        |                       |                          |                          |                    |              |
| <hr/>              |                                |                     |                        |                       |                          |                          |                    |              |
|                    | Grand Totals:- Income          | <b>1,326</b>        | <b>0</b>               | <b>1,038</b>          | <b>1,038</b>             |                          |                    | <b>0.0%</b>  |
|                    | Expenditure                    | <b>114,673</b>      | <b>98,912</b>          | <b>127,216</b>        | <b>28,304</b>            | <b>0</b>                 | <b>28,304</b>      | <b>77.8%</b> |
|                    | Net Income over Expenditure    | <u>(113,347)</u>    | <u>(98,912)</u>        | <u>(126,178)</u>      | <u>(27,266)</u>          |                          |                    |              |
|                    | plus Transfer from EMR         | <b>1,291</b>        | <b>0</b>               |                       |                          |                          |                    |              |
|                    | Movement to/(from) Gen Reserve | <u>(112,056)</u>    | <u>(98,912)</u>        |                       |                          |                          |                    |              |

## Trial Balance Summary by Cost Centre

| <u>A/c Code</u> | <u>Account Name</u>          | <u>Debit</u>     | <u>Credit</u> |
|-----------------|------------------------------|------------------|---------------|
| Total :-        | 101 Employee costs           | 98,911.56        | 0.00          |
|                 | <b>Trial Balance Total :</b> | <b>98,911.56</b> | <b>0.00</b>   |
|                 | <b>Difference :</b>          | <b>98,911.56</b> |               |

## COMMITTEES – February 2021

|                                                                                                                                                                            |                                            |                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mayor and Deputy as ex officio on all                                                                                                                                      | <b>MAYOR</b>                               | David Watts                                                                                                                                                              |
| Mayor and Deputy as ex officio on all                                                                                                                                      | <b>DEPUTY MAYOR</b>                        | Margaret Piper                                                                                                                                                           |
| <b>Finance &amp; Policy Committee</b><br><i>at least once per year prior to budgets</i><br><br><b>Delegated Authority</b>                                                  | <b>Chair</b><br>Vice Chair                 | Douglas Murray<br>David Watts<br>Stephen Shing<br>Martin Falkner<br>Maggie Piper<br>Angela Snell<br>Dan Dunbar<br>Malcolm Cunningham<br>David Sanders<br>Lisa Sargent 10 |
| <b>Personnel Committee</b><br><i>(as and when)</i><br><br><b>No Delegated Authority</b>                                                                                    | <b>Chair</b><br>Vice Chair<br>1 ex officio | Angela Snell<br>Cherie Berry<br>Maggie Piper<br>Martin Falkner<br>Daniel Shing 5                                                                                         |
| <b>Planning Committee</b><br><i>(as and when)</i><br><br><b>Delegated Authority</b>                                                                                        | <b>Chair</b><br>Vice Chair                 | Wendy Alexander<br>Maggie Piper<br>Martin Falkner<br>Cherie Berry<br>Lisa Sargent 5                                                                                      |
| <b>Climate Committee</b><br><i>(as and when, to report back to full council)</i>                                                                                           | <b>Chair</b><br>Vice Chair                 | D Murray<br>S Shing<br>Mrs M Piper<br>M Cunningham 4                                                                                                                     |
| <b>Appeals Committee</b><br><b>Delegated Authority</b>                                                                                                                     |                                            | 3 councillors                                                                                                                                                            |
| <b>Flower Contract Working group</b><br><b>Delegated authority through the town clerk</b>                                                                                  | <b>Chair</b><br>Vice chair                 | Dan Dunbar<br>Maggie Piper<br>Cherie Berry<br>Lisa Sargent 4                                                                                                             |
| <b>Buildings and Land Working group</b><br><b>(includes bins &amp; toilet [delegated through the clerk])</b><br><br><b>Some Delegated Authority through the town clerk</b> | <b>Chair</b><br>Vice chair                 | Douglas Murray<br>David Watts<br>Dan Dunbar<br>Maggie Piper<br>Angela Snell<br>Andrew Wood<br>Lisa Sargent 7                                                             |
| <b>Business Plan Working group</b><br><br><b>No Delegated Authority</b>                                                                                                    | <b>Chair</b><br>Vice chair                 | Douglas Murray<br>David Watts<br>Dan Dunbar<br>Maggie Piper<br>Angela Snell 5                                                                                            |
| <b>Internal Audit Review and Internal Control Working group including Financial Regulations</b>                                                                            | <b>Chair</b><br>Vice chair                 | David Watts<br>Douglas Murray<br>Angela Snell<br>Martin Falkner<br>Lisa Sargent 5                                                                                        |
| <b>Communities &amp; Tourism working group</b>                                                                                                                             |                                            | Douglas Murray<br>David Watts<br>Maggie Piper<br>Angela Snell<br>Cherie Berry<br>Malcolm Cunningham<br>David Sanders<br>Andrew Wood 8                                    |
| <b>Website Working group (delegated through the clerk)</b>                                                                                                                 |                                            | D Dunbar<br>R Shing<br>D Watts<br>(Town Clerk) 4                                                                                                                         |

## COMMITTEES – February 2021

|                                                                             |                                                                    |                                                                                                                                 |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Neighbourhood Plan (Principles of Development) working group</b>         | Delegated to take forward – financial to come back to full council | Douglas Murray (chair)<br>Wendy Alexander<br>Maggie Piper<br>Andrew Wood<br>4                                                   |
| <b>Christmas Lights working group<br/>Delegated through the clerk</b>       | Chair<br>Vice chair                                                | Wendy Alexander<br>Angela Snell<br>Maggie Piper<br>Cherie Berry<br>4                                                            |
| <b>(Street Lighting)</b>                                                    | Delegated as clerk in liaison with DW, DM.                         | David Watts<br>Douglas Murray<br>Town Clerk<br>3                                                                                |
| <b>Risk Management Working Group</b>                                        |                                                                    | David Watts<br>Maggie Piper<br>Malcolm Cunningham<br>Andrew Wood<br>4                                                           |
| <b>Libraries Working group (delegated through the clerk)</b>                |                                                                    | David Watts<br>Cherie Berry<br>Malcolm Cunningham<br>Lisa Sargent<br>(also invited Cllrs D Shing, S Shing as county Cllrs)<br>4 |
| <b>CIL WORKING GROUP<br/>Community Infrastructure levy</b>                  |                                                                    | Douglas Murray<br>David Watts<br>Dan Dunbar<br>Stephen Shing<br>Angela Snell<br>5                                               |
| <b>Shepham Wind Farm (working group) FULLY delegated non council funds.</b> | Delegated to Mrs J Ognjanovic Mrs S Godfrey as per legal agreement | (Interested councillors – S Shing, A Snell)                                                                                     |
| <b>Conservative Group Leader</b>                                            |                                                                    | Angela Snell                                                                                                                    |
| <b>Independents Group Leader</b>                                            |                                                                    | Daniel Shing                                                                                                                    |
| <b>Polegate Residents' Association Group Leader</b>                         |                                                                    | Maggie Piper                                                                                                                    |

Reminder, all councillors can attend any meetings, but only those on the committees may vote. Councillors are NOT entitled to any confidential papers/information of a group they are not members of (legal topic notes 1,12)

**Non-exhaustive Examples of Bullying and Harassment**

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close,
- display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making offensive jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance

**Definition of 'improperly influence'**

- To induce another person through the use of, for example, threats or bribery to give consideration to or to act on any basis other than the merits of the matter.
- To bring undue pressure upon a person to try to get them to do something that they wouldn't normally do.

## Jo Ognjanovic

---

**From:** Anna Beams <Anna.Beams@ssalc.co.uk>  
**Sent:** 02 December 2020 16:54  
**To:** Jo Ognjanovic  
**Subject:** FW: Question for NALC/SSALC (maybe Ian through SSALC?)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red category

Hi Jo

NALC have given the following response to your query:

*I have been advised by our solicitors to relay the following onto you –*

*The thresholds in model standing order 18 apply for the purposes of the Public Contract Regulations 2015 and Utilities Contracts Regulations 2016 and apply post 31 December.*

I hope that helps.

Kind regards,

**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**  
**Direct Dial: 01273 830204**

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**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**  
**Direct Dial: 01273 830204**

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---

**From:** Jo Ognjanovic <[townclerk@polegatetowncouncil.gov.uk](mailto:townclerk@polegatetowncouncil.gov.uk)>

**Sent:** 01 December 2020 14:04

**To:** Anna Beams <[Anna.Beams@ssalc.co.uk](mailto:Anna.Beams@ssalc.co.uk)>

**Subject:** Question for NALC/SSALC (maybe Ian through SSALC?)

**Importance:** High

Dear Anna,

At last night's meeting I had prepared the new standing orders which were based on a mix of the new NALC model (June 2020) and our old ones.

Council queried page 20 of the NALC model, items 18 f & g as it referred back to the EU which we have now left. I understood that these two sections were replacements because we had left the EU, but they do still refer to the European commission thresholds etc.

Please can you obtain clarification from NALC as to why these have been left in? They decided to defer the decision until that question was answered.

Kind regards Jo

**Jo Ognjanovic PSLCC | Town Clerk**

Polegate Town Council

**Tel:** 01323 488114 | **Email:** [townclerk@polegatetowncouncil.gov.uk](mailto:townclerk@polegatetowncouncil.gov.uk) | **Website:** [www.polegatetowncouncil.gov.uk](http://www.polegatetowncouncil.gov.uk)



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## Jo Ognjanovic

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**From:** Anna Beams <Anna.Beams@ssalc.co.uk>  
**Sent:** 03 December 2020 11:33  
**To:** Jo Ognjanovic  
**Subject:** RE: Question for NALC/SSALC (maybe Ian through SSALC?)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red category

Hi Jo

They have said that they will apply post December so I would assume they mean there will be no change to the legislation but I will check.

Anna

**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**  
**Direct Dial: 01273 830204**

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**From:** Jo Ognjanovic <townclerk@polegatetowncouncil.gov.uk>  
**Sent:** 03 December 2020 09:30  
**To:** Anna Beams <Anna.Beams@ssalc.co.uk>  
**Subject:** RE: Question for NALC/SSALC (maybe Ian through SSALC?)

Hi Anna, is that because we are in the transition period? Will they be updating the model in January when the EU has "no effect" on us?

(I need to take it back to full council as they deferred approving the new model, so we are still working to the old ones.)

Kind regards Jo

**Jo Ognjanovic PSLCC | Town Clerk**

Polegate Town Council  
**Tel:** 01323 488114 | **Email:** [townclerk@polegatetowncouncil.gov.uk](mailto:townclerk@polegatetowncouncil.gov.uk) | **Website:** [www.polegatetowncouncil.gov.uk](http://www.polegatetowncouncil.gov.uk)



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**From:** Anna Beams <Anna.Beams@ssalc.co.uk>  
**Sent:** 02 December 2020 16:54  
**To:** Jo Ognjanovic <townclerk@polegatetowncouncil.gov.uk>  
**Subject:** FW: Question for NALC/SSALC (maybe Ian through SSALC?)

Hi Jo

NALC have given the following response to your query:

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*The thresholds in model standing order 18 apply for the purposes of the Public Contract Regulations 2015 and Utilities Contracts Regulations 2016 and apply post 31 December.*

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**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**  
**Direct Dial: 01273 830204**

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**Jo Ognjanovic PSLCC | Town Clerk**

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# **MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)**

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## **Introduction**

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

## **How to use model standing orders**

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

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

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

## **Drafting notes**

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

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

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

## **1. Rules of debate at meetings**

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

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

## 2. Disorderly conduct at meetings

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

## 3. Meetings generally

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

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

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

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted**  
and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( ) 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 ( ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;

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

## **5. Ordinary council meetings**

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



there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;

- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. Extraordinary meetings of the council, committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee [or the sub-committee], any ( ) 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 ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. Voting on appointments**

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

**9. Motions for a meeting that require written notice to be given to the proper officer**

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

**10. Motions at a meeting that do not require written notice**

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

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

## **11. Management of information**

See also standing order 20.

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

## 12. Draft minutes

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

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

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

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

## 13. Code of conduct and dispensations

See also standing order 3(u).

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

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

#### **14. Code of conduct complaints**

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

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

#### **15. Proper officer**

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

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

**electors;**

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



**16. Responsible financial officer**

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

**17. Accounts and accounting statements**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

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

one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **19. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) 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 chairman of [the ( ) committee] OR [the ( ) sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.
- c. The chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].

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

## **20. Responsibilities to provide information**

See also standing order 21.

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

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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

## **22. Relations with the press/media**

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

## **23. Execution and sealing of legal deeds**

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

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

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

OR

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

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

## **24. Communicating with district and county or unitary councillors**

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

## **25. Restrictions on councillor activities**

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

## **26. Standing orders generally**

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

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The Model Standing Orders 2018 for England were revised in 2020.



# Polegate Town Council Standing Orders

## Draft for consideration & adoption Nov 2020

Based on the :

MODEL STANDING ORDERS 2018 FOR ENGLAND  
(REVISED 2020)

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

immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 3 ) minutes without the consent of the chairman of the

meeting.

## 2. Disorderly conduct at meetings

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

## 3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR ~~[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].~~**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( 20 ) minutes unless

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directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 2 ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)]~~ OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

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- 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.**

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- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
  - and the meeting shall be closed. The business on the agenda for the meeting
  - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( 3 ) 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 ( 14 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;

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

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#### **5. Ordinary council meetings**

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

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there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. Review of the Council's policy for dealing with the press/media;

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xix. Review of the Council's employment policies and procedures;

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xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. Extraordinary meetings of the council, committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within ( 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 ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. Voting on appointments**

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

**9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 14 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

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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.

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**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**

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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.**

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## 12. Draft minutes

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

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

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

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

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## 13. Code of conduct and dispensations

See also standing order 3(u).

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

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

#### **14. Code of conduct complaints**

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

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

#### 15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 7 ) days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government**

*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;*

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electors;

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

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**16. Responsible financial officer**

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

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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## 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 £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least

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one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

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g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### 19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the (personnel) 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 chairman of the (personnel) committee, or, if he is not available, the vice-chairman (if there is one) of the (personnel) committee of absence occasioned by illness or other reason and that person shall report such absence to the (personnel) committee at its next meeting.
- c. The chairman of the (personnel) committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the town clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the (personnel) committee

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

## **20. Responsibilities to provide information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

**Below is not an exclusive list. See also standing order 11.**

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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- 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.

#### **24.22. 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.

#### **25.23. 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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

#### **31.24. Communicating with district and county or unitary councillors**

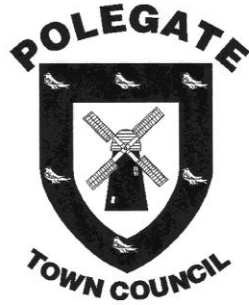
- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall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

#### **32.25. 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.

### **33.26. 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 ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



# Polegate Town Council Standing Orders

Adopted  
20<sup>th</sup> May 2019

# List of model standing orders

- 1.** Rules of debate at meetings
- 2.** Disorderly conduct at meetings
- 3.** Meetings generally
- 4.** Committees and sub-committees
- 5.** Ordinary council meetings
- 6.** Extraordinary meetings of the council and committees and sub-committees
- 7.** Previous resolutions
- 8.** Voting on appointments
- 9.** Motions for a meeting that require written notice to be given to the Proper Officer
- 10.** Motions at a meeting that do not require written notice
- 11.** Handling confidential or sensitive information
- 12.** Draft minutes
- 13.** Code of conduct and dispensations
- 14.** Code of conduct complaints

- 15.** Proper Officer
- 16.** Responsible Financial Officer
- 17.** Accounts and accounting statements
- 18.** Financial controls and procurement
- 19.** Handling staff matters
- 20.** Requests for information
- 21.** Relations with the press/media
- 22.** Execution and sealing of legal deeds
- 23.** Communicating with District and County or Unitary councillors
- 24.** Restrictions on councillor activities
- 25.** Standing orders generally



# 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **(3)** minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or 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) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. Meetings generally

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

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

on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (20) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than **(2)** minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted**
-   m **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.**

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n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
  
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o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  
- 



p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
  
- 



q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or no the/she gave an original vote.**

*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
  
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. Voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question**
  
- s 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 present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

if there was a public participation session; and the resolutions made.
  
- 



t **(England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- u **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) below for the quorum of a committee or sub-committee meeting.*

- ■ ■ **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.

- v A meeting shall not exceed a period of **(3)** 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 full 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) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **(14 )** days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which 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.

## 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 new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**



- c If no other time is fixed, the annual meeting of the council shall take place at 7.30pm .
- d *(England)* In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of

the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. (*England*) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.**
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within (7) days of having been requested by to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and 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 ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed**

of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

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

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- 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 (14) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (14) clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, 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 in a book/file for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their 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 sensitive 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 requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

## **11. Handling confidential or sensitive information**

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

## **12. Draft minutes**

- 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) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and Dispensations

See also standing order 3(t) above.

### England

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she 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 has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.

- c Unless he/she 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 has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she 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 and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - 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 or**
  - ii. **granting the dispensation is in the interests of persons living in the council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**



## 14. Code of conduct complaints

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

## 15. Proper Officer

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

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery, by email or post at their residences, a signed summons confirming the time, place and the agenda.**

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

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

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

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 7) days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;

*See also standing order 22 below.*

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman (if any) of the (Planning ) Committee within two working days of receipt to facilitate an extraordinary meeting or to the delegated committee if the nature of a planning application requires urgent consideration manage access to information about the council via the publication scheme; and
- xvi. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. *See also standing order 22 below.*

## 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 (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;

- ii. the council's aggregate receipts and payments 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 for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual 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 applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 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. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No.**

**5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of council OR the (personnel) committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of [the (personnel ) committee or, if he/she is not available, the vice-chairman of [the (personnel ) committee of absence occasioned by illness or other reason and that person shall report such absence to [the (personnel ) committee at its next meeting.
- c The chairman of [the (personnel) committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the (personnel ) committee
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of [the (personnel ) committee or in his absence, the vice-chairman of [the (personnel ) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( personnel) committee
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of [the ( personnel ) committee, this shall be communicated to another member of [the (personnel) committee] OR , which shall be reported back and progressed by resolution of the (personnel) committee
- f Any persons responsible for all or part of the management of staff shall treat the

written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Council OR the (personnel) committee

## 20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the (Policy & Finance) committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 21. 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.

## 22. Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## 23. 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 (England) District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the (England) District and County Council shall be sent to the ward councillor(s) representing the area of the council.

## 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, 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.



## 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 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 requirements, shall be proposed by a special motion, the written notice by at least (10) councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

# Polegate Town Council Risk Assessment

## Notes

***“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the council.”***

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

| <b>FINANCE AND MANAGEMENT</b> |                                                                                                     |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b>                | <b>Risk(s) Identified</b>                                                                           | <b>H / M / L</b> | <b>Management/Control of Risk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Review/Assess/Revise</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Business continuity           | Risk of Council not being able to continue its business due to an unexpected or tragic circumstance | L                | All files and recent records are kept at the Clerk's office. The Clerk makes back-ups of files to an external hard drive, which is backed up to a separate location. There is an automatic backup to an external drive held in the office. There is also an automated backup to a secure cloud facility compliant with GDPR. Recovery can be done remotely and onto new machines if there was a major disaster. The main backup is cloud based. It is carried out daily and a report on its success or failure is reported via email to the clerk. Any part success or failure reports trigger a manually scheduled backup. Restore can be carried out by the clerk using the server app. If the clerk is unavailable the external IT company can carry out a restore on behalf of the council. (full or individual files). The restore is periodically checked. The last test was carried out on 10/3/2020 and was successful restore. Tested and emailed to show success of backups. | A new procedure being drafted, and will be reviewed periodically after created. The current system is robust and secure and GDPR compliant. COVID 19 has proved that the procedure is very resilient except for cover of the town clerk. Remote working and remote meetings through Teams has been organised and works fairly well. Some councillors have had a variable technical difficulties. Public are able to submit questions via email on the agenda and watch live stream. Can facilitate in person questions if necessary. |
| Precept                       | Adequacy of precept<br>Requirements not submitted to PTC<br>Amount not received by PTC              | L<br>L<br>L      | The Council reviews the Precept requirement annually at the November Finance & Policy meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figured for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Polegate Council. This figure is submitted by the Clerk in writing to WDC. The Clerk monitors and records when the monies are received.                                                                                                                                                                                                                                                                                                                                                                         | Existing procedure adequate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Financial records             | Inadequate records<br>Financial irregularities                                                      | L<br>L           | The Council has Financial Regulations that set out the requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Existing procedure adequate.<br>Review the Financial Regulations Annually.<br>Review periodically. Last review May 2019.<br>Next review May 2020. Due to COVID 19 reviewed 18 Sept 2020.                                                                                                                                                                                                                                                                                                                                             |

## Polegate Town Council Risk Assessment

|                                            |                                                                                                                                       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank and banking                           | Inadequate checks<br>Bank mistakes<br>Loss<br>Charges                                                                                 | L<br>L<br>L<br>L<br>L | The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.<br><br>The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive, these are dealt with immediately by informing the bank and awaiting their correction. The Clerk reviews the Councils banking arrangements regularly.<br><br>The clerk has also noticed unauthorised transactions and contacted the bank immediately to resolve the issue, receive a refund and ensure that this does not happen again. Financial regulations prevent this, however bank processes do not. This has been changed. | Existing procedure adequate.<br>Review the Financial Regulations when necessary and bank signatory list when necessary, especially after Annual Council and an election.<br>Monitor the bank statements monthly – copy sent to Mayor.<br>The creation of new bank accounts with different group providers is completed to protect against loss under the FSCS scheme. |
| Cash                                       | Loss through theft or dishonesty                                                                                                      | L                     | The Council has Financial Regulations that set out the requirements. Cash received is banked within 3 banking days. Petty Cash is checked by one councillor annually and by the clerk monthly for accuracy. The Council's insurance policy has a Fidelity Guarantee. Ensure Fidelity Insurance is adequate.                                                                                                                                                                                                                                                                                                                                                                                                                           | Existing procedure adequate.<br>Review the Financial Regulations annually                                                                                                                                                                                                                                                                                             |
| Reporting and auditing                     | Information communication<br>Compliance                                                                                               | L<br>M                | A budget monitoring statement is produced for each Council/Committee meeting with the agenda and discussed and approved at the meeting. A full list of payment and receipts and cheques to be signed is provided at the full council or finance meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at full council meetings.<br><br>Council should regularly audit internally to comply with the Fidelity Guarantee.<br><br>Council to appoint a Councillor to check financial records for Fidelity compliance.<br><br>Remote petty cash check carried out during COVID. All payments submitted via two councillors and then on to council/finance.   | Existing communication procedures adequate.                                                                                                                                                                                                                                                                                                                           |
| Direct costs<br>Overhead expenses<br>Debts | Goods or Services not supplied but billed for.<br>Incorrect invoicing<br>Cheque payable incorrect<br>Loss of stock<br>Unpaid invoices | L<br>L<br>L<br>L<br>L | The Council has Financial Regulations that set out the requirements. At each Finance or Full Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of requests for payment. The Council has minimal stocks, these are monitored by the Clerk.<br><br>Unpaid invoices to the Council are pursued. Review the Financial Regulation when necessary.                                                                                                                                                                                                                                                                                                            | Existing procedure adequate.                                                                                                                                                                                                                                                                                                                                          |
| Grants and support – payable               | Power to pay.<br>Authorisation of Council to pay                                                                                      | L                     | All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Many items are carried out under                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Existing procedure adequate.<br>Eligibility for GPOC is reviewed annually.                                                                                                                                                                                                                                                                                            |

## Polegate Town Council Risk Assessment

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|                              |                                                                                                                                                                          |                            | the General power of Competence. Councillors request a copy of S137 rules if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |
| Grants – receivable          | Receipts of Grant                                                                                                                                                        | L                          | The Town Council receives a regular grant from WDC annually paid in two instalments with the precept. Receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied. S106 and CIL receipts are separated in the account codes and interest applied individually. The agreements are adhered to in accordance with the agreement                                                                                                                                                                                                                                                                                                                             | Existing procedures adequate.                        |
| Charges – Rentals payable    | Payments of leases/rentals                                                                                                                                               | L                          | The Council pays an annual sum to East Sussex County Council in respect of Oakleaf play area. It also pays in arrears a sum to WDC for the rental of Gosford Way allotment. This is based on the exact amount of income received from rents from the previous financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Existing procedures adequate.                        |
| Charges – Rentals receivable | Receipt of rental<br>Insurance implication                                                                                                                               | L<br>M                     | Sports Facilities - The Council issued a 5 year agreement for usage with a rolling agreement to extend and both parties signed the agreement and the Council copy is held in Council records. The Council is notified accordingly. The sports Clubs arrange their own insurance and provide a copy to the Council each year. The system is being reviewed and a CIC has been set up in order that a longer lease can be granted to one body of which all sports and recreational groups can join. Review agreement and fees annually. Ensure payment and copy of insurance document received. CIC in progress and changes will be documented accordingly. Once CIC in place a rent review will take place in accordance with the terms of the lease. | Existing procedure adequate.                         |
| Best value<br>Accountability | Work awarded incorrectly<br>Overspend of services                                                                                                                        | L<br>M                     | As per Financial Regulations normal Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council, committee or working group as appropriate. Review Financial Regulations regularly.                                                                                                                                                                                                                                                  | Existing procedure adequate.                         |
| Salaries and assoc. costs    | Salary paid incorrectly<br>Wrong hours paid<br>Wrong rate paid<br>False employee<br>Wrong deductions of NI or Tax<br>Unpaid Tax & NI contributions to the Inland Revenue | L<br>L<br>L<br>L<br>L<br>L | The Town Council has delegated the appointment of all employees to the Town Clerk, who liaises with the personnel committee regarding appointments. These are reported back to full council. Salary rates are assessed annually by the Council and statutory increases applied on 1st April each year in accordance with NJC conditions. Salaries are paid by online banking (or cheque in the event of a banking issue) each month which is pre-authorised and signed off manually by two councillors and reported to the Council. The Tax and NI contributions due are reported to the Council and                                                                                                                                                 | Existing appointment and payment system is adequate. |

## Polegate Town Council Risk Assessment

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|                                        |                                                                 |                  | signed off at full council or finance. The Tax and NI and pension contributions are worked out by the external payroll officer who supply the payment details to the town clerk for payment. This is also authorised by full council or finance and signed off by two councillors for payment. All Tax and NI payments are paid monthly and submitted to the Inland Revenue.<br>The Clerk keeps a contracts of employment and job descriptions. All pension payments are also made on time and in accordance with the instructions of the payroll officer external)                                                                                                                                                                                                 |                               |
| Clerk/Other workers (voluntary/casual) | Loss of Clerk<br>Fraud<br>Actions undertaken<br>Health & Safety | L<br>L<br>L<br>L | The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.<br>The Clerk & staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles.<br>The staff are also provided with adequate direction and safety equipment needed to undertake the role, i.e. protective clothing and training. Some staff are RoSPA trained and others are IOSH qualified. Purchase reference books where necessary.<br>Membership of the SLCC and training through SSALC and outside bodies when required. Monitor working conditions, safety requirements and insurance regularly. Risk assessments carried out frequently and in accordance with new procedures and projects. | Existing procedure adequate.  |
| Councillor allowances                  | Councillors over-paid<br>Income tax deduction                   | L                | The Mayor has annual civic allowance which is budgeted for annually. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council. All councillors are allocated an allowance in the budget. Payment of this is made via calculation by the payroll officer (external) and the appropriate TAX and Ni deductions are made. Approval of the rate is made periodically usually once per year.                                                                                                                                                                                                                                 | Existing procedure adequate.  |
| Election costs                         | Risk of an election cost                                        | L                | The Town Council currently budgets in advance ¼ of the expected full election costs as each election is at present contested.<br>The Town Council has also set a sum aside for the provision of a poll which is approximately the same cost in case of the event of a poll being called at the Annual Town Assembly. .                                                                                                                                                                                                                                                                                                                                                                                                                                              | Existing procedure adequate.  |
| VAT                                    | Re-claiming/charging                                            | L                | The Council has Financial Regulations that set out the requirements. Making Tax Digital is included in the financial accounts system, (RBS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Existing procedure adequate   |
| Annual Return                          | Submit within time limits                                       | L                | Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the payroll officer (external).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Existing procedures adequate. |

## Polegate Town Council Risk Assessment

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|                              |                                                                |                  | Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                          |
| Legal Powers                 | Illegal activity or payments                                   | L                | All activity and payments within the powers of the Town Council to be resolved and minuted at Full Town Council Meetings. Some activities are checked via council solicitor PRIOR to resolution.                                                                                                                                                                                                                                                                                                              | All activities and payments are within the powers of the council.                                                                                                                                        |
| Council records – paper      | Losses through;<br>Theft<br>Fire<br>Damage<br>GDPR breach/loss | L<br>M<br>L      | The Town Council records are stored at the council offices and other sites. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records offsite. Older minutes are archived at the Keep near Brighton. Some records are scanned and stored on the computer system. Staff and Councillors are GDPR trained. | Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site. For security certain documentation is stored in lockable cabinets and in the safe. |
| Council records – electronic | Loss through;<br>Theft, fire, damage<br>Corruption of Computer | L<br>M           | The Town Council's electronic records are stored on an external hard drive and backup up both offside and on a secure UK based cloud server which is GDPR compliant. The data is backed up daily and easily restored internally. If a disaster recovery is required this can be done by an external company or via access to the app.                                                                                                                                                                         | Existing procedure adequate.                                                                                                                                                                             |
| Insurance                    | Adequacy<br>Cost<br>Compliance<br>Fidelity Guarantee           | M<br>L<br>L<br>M | An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Interim issues are dealt with by finance and policies increased accordingly. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Buildings are reassessed and the bank accounts are to be split as the town Council is within the threshold for FSCS protection.                     | Existing procedure sufficient, new accounts have been set up to provide protection to the £85,000 level. Review insurance provision annually. Review of compliance periodically.                         |
| Data Protection              | Policy<br>Provision                                            | L/M              | The Council is registered with the Information Commissioners Office and is GDPR compliant. Latest information is provided by DPO.                                                                                                                                                                                                                                                                                                                                                                             | Ensure annual renewal of Registration via direct debit approved by full council. Monitor and report any impacts of request made under SAR/GDPR regulations.                                              |
| Freedom of Information Act   | Policy<br>Provision                                            | L<br>M           | The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.                                                                                                                                                                                                                                                                                                             | Monitor and report any impacts of requests made under the FOI Act.                                                                                                                                       |
| Meeting location             | Adequacy<br>Health & Safety                                    | L<br>M           | The Town Council Meetings are usually held in the Council chambers or local church/church hall nearby. In the event the Clerk is indisposed the Mayor has a key to access the building. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort                                                                                                                                                                       | Existing location adequate. Access via stairs and stair lift only. Some meetings are held in halls nearby with sloped access if required. COVID19 has allowed remote                                     |

## Polegate Town Council Risk Assessment

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|                 |                            |   | aspects. Meetings where larger numbers are expected are booked in the halls nearby.                                                                                                                                                                  | meetings which are accessible to all through PC/smart phone/tablet. |
| Street Lighting | Risk/Injury to third party | L | Insurance is in place. Maintenance contract with ESCC which is being reviewed. Review already in progress. New contract will allow more monitoring and better budgeting for replacements each year, A large replacement project is already underway. | Existing procedure adequate.                                        |

## Polegate Town Council Risk Assessment

| <b>ASSETS</b>                                         |                                                             |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                          |
|-------------------------------------------------------|-------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b>                                        | <b>Risk(s) Identified</b>                                   | <b>H / M / L</b> | <b>Management/Control Risk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Review/Assess/Revise</b>                                                                                                              |
| Street Furniture, Play Area Equipment and Open Spaces | Loss or Damage<br>Risk/damage to third party(ies )/property | L<br>L           | An asset register is kept up to date and insurance is held at the appropriate level for all items. Parks are checked weekly by qualified staff and most staff are qualified to carry out the checks in the event of sickness. Monthly checks are carried out by a member of staff usually the maintenance person and currently an outside organisation. Parks are checked visually daily for litter and major safety risks. These are dealt with immediately and the site secured or repaired accordingly. An annual inspection of the parks are carried out by a RoSPA approved contractor. Reports of defects and risks are reported back to the council and the appropriate action taken depending on the level of risk. Some items are then added to the maintenance schedule or a contractor sought to carry out the task. All items are addressed as soon as reasonably practicable. A risk audit on the trees on council land is on file and annual check are made and work scheduled in accordingly. Risk assessment of Play Area equipment made by LDC and annual inspection carried out by registered play inspection company. Reports are kept accordingly. Incidents are investigated for cause and added to the Health and Safety management/risk assessment list for review. Improvements are made on any areas where possible. These are usually assessed by either the risk management working group or the buildings and land working group and reported back to council where required. Clerk IOSH trained. Some staff RoSPA trained. (operational and visual). | Existing procedure adequate.<br>Review insurance requirements annually.<br>Review tree audit periodically, usually annually for changes. |
| Noticeboards                                          | Risk/damage/injury to third parties<br>Road side safety     | L<br>L           | The Town Council has three notice boards sited around the Town. All locations have approval by relevant parties, insurance cover, inspected regularly by the staff periodically - any repairs/maintenance requirements brought to the attention of the maintenance man who has a contract to carry out works. Keys held in the office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Existing procedure adequate.                                                                                                             |

| <b>LIABILITY</b>                             |                                                                  |                  |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    |
|----------------------------------------------|------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b>                               | <b>Risk(s) Identified</b>                                        | <b>H / M / L</b> | <b>Management/Control Risk</b>                                                                                                                                                                                                                                                                                                  | <b>Review/Assess/Revise</b>                                                                                                        |
| Legal Powers                                 | Illegal activity or payments<br>Working Parties taking decisions | L<br>L           | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.                                                                                                                                              | Existing procedure adequate.<br>Monitor and review when required.                                                                  |
| Minutes/Agendas/ Notices/Statutory documents | Accuracy and legality<br>Business conduct                        | L<br>L           | Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next available Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. | Existing procedure adequate.<br>Guidance/training to Chair should be given (if required).<br>Members to adhere to Code of Conduct. |



## Polegate Town Council Risk Assessment

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| Public Liability   | Risk to third party, property or individuals                                                 | L           | Insurance is in place. Risk assessments regularly carried out to comply with requirements.                                                                                                   | Ensure risk assessments are carried out. Existing procedures adequate. |
| Employer Liability | Non-compliance with employment law                                                           | L           | Undertake adequate training and seek advice from the SSALC/SLCC as required.                                                                                                                 | Existing procedures adequate.                                          |
| Legal Liability    | Legality of activities<br>Proper and timely reporting via Minutes<br>Proper document control | M<br>L<br>L | Clerk to clarify legal position on proposals and to seek advice if necessary.<br>Council always receives and approves Minutes at monthly meetings.<br>Retention of document policy in place. | Existing procedures adequate.                                          |

| <b>COUNCILLORS' PROPRIETY</b> |                                                       |                  |                                                                                                                                                              |                                                                                          |
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| <b>Subject</b>                | <b>Risk(s) Identified</b>                             | <b>H / M / L</b> | <b>Management/Control Risk</b>                                                                                                                               | <b>Review/Assess/Revise</b>                                                              |
| Members interests             | Conflict of interest<br>Register of Members interests | M<br>M           | Councillors have a duty to declare any interests at the start of the meeting.<br>Register of Members Interest forms to be reviewed regularly by Councillors. | Existing procedure adequate.<br>Members to take responsibility to update their Register. |

## Part 5 (2) –Members’ Code of Conduct (Extract)

### Part 1 – General Provisions

#### 1. Introduction and interpretation

- (1) This Code applies to you as a member of the Authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Authority’s Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Authority’s Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the Authority’s Monitoring Officer.
- (5) Any written allegation received by the Authority that you have failed to comply with this Code will be dealt with by the Authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the Authority has the right to have regard to this failure in deciding -
  - (a) whether to take action in relation to you and
  - (b) what action to take.
- (6) Councillors are required to comply with any request regarding the provision of information in relation to a complaint alleging a breach of the Code of Conduct and must comply with any formal standards investigation.
- (7) Councillors should not seek to misuse the standards process, for example, by making trivial or malicious allegations against another councillor for the purposes of political gain.
- (8) In this Code—

“*Authority*” means Wealden District Council

“*Code*” means this Code of Conduct

“*co-opted member*” means a person who is not a member of the Authority but who -

- (a) is a Member of any Committee or Sub-Committee of the Authority, or
- (b) is a Member of, and represents the Authority on, any Joint Committee or Joint Sub-Committee of the Authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.

*"meeting"* means any meeting of the Authority:

- (a) the Executive of the Authority;
- (b) any of the Authority's or its executive's Committees, Sub-Committees, Joint Committees, Joint Sub-Committees, or Area Committees;

"member" includes a co-opted member.

"register of members' interests" means the Authority's register of members' pecuniary and other interests established and maintained by the Authority's Monitoring Officer under section 29 of the Localism Act 2011.

## **2. Scope**

- (1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—
  - (a) conduct the business of your Authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
  - (b) act, claim to act or give the impression you are acting as a representative of your Authority,and references to your official capacity are construed accordingly.
- (2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of your Authority—
  - (a) on another relevant Authority, you must when acting for that other Authority comply with its Code of Conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with your Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## **3. General obligations**

- (1) You must treat others with respect.
- (2) You must not—

- (a) do anything which may cause your Authority to breach any of its equality duties (in particular as set out in the Equality Act 2010);
- (b) bully or harass any person; (Note: Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.)  
For examples of conduct that constitute bullying or harassment see Annex A.
- (c) Intimidate, or improperly influence, or attempt to intimidate, or improperly influence any person who is likely to be -
  - a. a complainant,
  - b. a witness, or
  - c. involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with his or her Authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Authority.

(NOTE: The rest of the Code remains the same)

# Local Government Association Model Member Code of Conduct

# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and



printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person' to advise on and investigate alleged breaches, and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils should have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

| Subject                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.<br>[Any unpaid directorship.]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Sponsorship</b>                                       | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .                                                                                                                                                                                                                                                                      |
| <b>Contracts</b>                                         | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged.                                                                                                                                                                                               |
| <b>Land and Property</b>                                 | Any beneficial interest in land which is within the area of the council.<br>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.                                                                                                                                                                                                                                                                                                                    |
| <b>Licences</b>                                          | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Corporate tenancies</b>                               | Any tenancy where (to the councillor’s knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Securities</b>                                        | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

| Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council; |                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Any Body—                                                                                                                                        | (a) exercising functions of a public nature;                                                                                          |
|                                                                                                                                                  | (b) directed to charitable purposes; or                                                                                               |
|                                                                                                                                                  | (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
| of which you are a member or in a position of general control or management.                                                                     |                                                                                                                                       |







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REF 11.197

## **Polegate Town Council**

### **Code of Conduct for Members**

As a member or co-opted member of Polegate Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

### **The Seven Principles of Public Life**

#### *Selflessness*

**1.** Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

#### *Integrity*

**2.** Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

#### *Objectivity*

**3.** Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

#### *Accountability*

**4.** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### *Openness*

**5.** Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

#### *Honesty*

**6.** Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

*Leadership*

**7.** Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

On their election or co-option to the Polegate Town Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 30<sup>th</sup> July 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

## **Part 1 – General provisions**

### **Introduction and interpretation**

**1.** (1) This Code applies to **you** as a member of the authority, when acting in that capacity.

(2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.

(3) If you need guidance on any matter under this Code you should seek it from the authority's monitoring officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.

(4) It is a criminal offence to fail to notify the authority's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's monitoring officer.

(5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding -

(a) whether to take action in relation to you and

(b) what action to take.

(6) In this Code—

“authority” means Polegate Town Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member.

“register of members’ interests” means the authority's register of members' pecuniary and other interests established and maintained by the authority's monitoring officer under section 29 of the Localism Act 2011.

## **Scope**

**2. —(1)** Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## **General obligations**

**3.** —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

**4.** You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5.** You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

**6.** You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**7. —(1)** When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.



## **Part 2 – Interests**

### **Personal interests**

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest

in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6) and (7), you have a personal interest which is also a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner- have any interest of a description specified as a disclosable pecuniary interest in Regulations made by the Secretary of State pursuant to section 30 of the Localism Act 2011.

[Note - the list of disclosable pecuniary interests will be added to the Code at the end of this paragraph as soon as the Regulations have been made.]”

(6) In sub-paragraph (5), your partner means—

- (a) your spouse or civil partner,
- (b) a person with whom you are living as husband and wife, or
- (c) a person with whom you are living as if you were civil partners,

(7) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

### **Disclosure of personal interests (See also Part 3)**

**9. —**(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority’s register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

### **Prejudicial interest generally**

**10.** —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

- (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

## **Interests arising in relation to overview and scrutiny committees**

**11.** You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

## **Effect of prejudicial interests on participation**

**12.** —(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

## **Part 3 – Registration of Interests**

### **Registration of members' interests**

**13.** —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later),  
register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

### **Sensitive information**

**14.** —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## Dispensations

**15** - (1) The standards committee, any sub-committee of the standards committee, the monitoring officer **or Town Clerk** may, on a written request made by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the standards committee, its sub-committee, the monitoring officer or **the Town Clerk** —

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or

(e) considers that it is otherwise appropriate to grant a dispensation.

(2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(3) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

# Local Government Association Model Member Code of Conduct



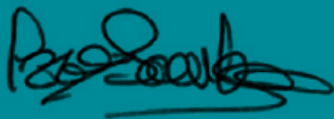
# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying



# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.



5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

| Subject                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.<br><br>[Any unpaid directorship.]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Sponsorship</b>                                       | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br><br>This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .                                                                                                                                                                                                                                                                                  |
| <b>Contracts</b>                                         | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —<br><br>(a) under which goods or services are to be provided or works are to be executed; and<br><br>(b) which has not been fully discharged.                                                                                                                                                                                                       |
| <b>Land and Property</b>                                 | Any beneficial interest in land which is within the area of the council.<br><br>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.                                                                                                                                                                                                                                                                                                                                |
| <b>Licences</b>                                          | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Corporate tenancies</b>                               | Any tenancy where (to the councillor’s knowledge)—<br><br>(a) the landlord is the council; and<br><br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Securities</b>                                        | Any beneficial interest in securities* of a body where—<br><br>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and<br><br>(b) either—<br><br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br><br>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

| Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council; |                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Any Body—                                                                                                                                        | (a) exercising functions of a public nature;                                                                                          |
|                                                                                                                                                  | (b) directed to charitable purposes; or                                                                                               |
|                                                                                                                                                  | (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
| of which you are a member or in a position of general control or management.                                                                     |                                                                                                                                       |





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REF 11.197