

Great Chart with Singleton Parish Council

Notice of Meeting

FOR THE ATTENTION OF:

Cllrs: McClintock, Sullivan, Tate, Wiffen, Y Barker, Darvill, P Barker, Gathern, Alexander, Wilford and Ackrill

All Members are summoned to attend

the monthly meeting of the Parish Council to be held on

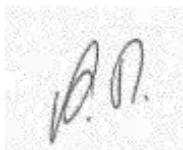
Monday, 13 July 2020

Remotely via Microsoft Teams

The Agenda is attached

Supporting Documents:

Item 3	Draft Minutes of the meeting held on 08 June 2020
Item 9	Planning Decisions
Item 10	Hoxton Close 20 mph speed limit zone proposal
Item 11	Selection of anti-litter signs
Item 13	Draft Code of Conduct for Fitness Classes
Item 15.1	Standing Orders
Item 15.2	Code of Conduct
Item 15.3	Financial Regulations
Item 15.4	Statement of Internal Control Year Ending March 2021
Item 15.5	Financial Risk Assessment and Management 2020-21
Item 15.6	Asset Register
Item 16.1	Items for payment, credit card payments and bank reconciliation
Item 16.3.1	Annual internal auditor report
Item 16.3.2	Section 1 - Annual Governance Statement
Item 16.3.3	Section 2- Accounting Statement
Item 17.	Clerks Report



Date: 08 July 2020

Aniko Szocs

Clerk to Great Chart with Singleton Parish Council

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council to be held on

Monday 13 July 2020

Held remotely

Starting at 7.30pm

AGENDA

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

2.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

2.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, eg stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

3. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 08 June 2020 as a true record

4. PCSO Report

To receive a report from the PCSO

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

5.2. Cllr Blanford & Pickering – Weald Central Ward

5.3. Cllr Howard-Smith- Singleton West Ward

5.4. Cllr Shorter -Washford Ward

6. Reports from County Councillors (when in attendance)

6.1. Cllr Farrell

6.2. Cllr Simkins

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

7.2. Great Chart Playing Fields

7.3. Singleton Spaces

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

8. Planning Applications for Consideration this Month

8.1. Planning application number 20/00715/AS 7 The Bulrushes, Singleton, Ashford, Kent, TN23 5GA Conversion of garage to residential – Cllr Y Barker

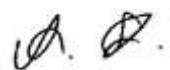
8.2. Planning application number 20/00761/AS 5 Millfield, Singleton, Ashford, Kent, TN23 4GW – Cllr P Barker

8.3. Planning application number 20/00769/AS 12 Kirk View, Singleton, Ashford, Kent, TN23 5HQ Proposed single-storey rear extension and first floor rear extension adjoining garage (revision to planning permission 19/01062/AS) – Cllr McClintock

8.4. Planning application number 17/00272/CONB/AS Land at The Willows, Mock Lane, Great Chart, Kent, Discharge condition 2, , 1, 12 – Cllr Y Barker

- 8.5. Planning application number 20/00829/AS Annexe at, 1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW Removal of condition on planning permission reference 16/00653/AS to allow annexe to be occupied independently. – Cllr P Barker
- 9. Planning Decisions**
To receive a report on Planning Decisions Received
- 10. Hoxton Close**
To consider the progression of the 20 mph scheme starting from Hoxton Close to John Wesley School Road
- 11. Anti-litter signs**
To review and agree on anti-litter signs
- 12. Picnic – social distancing**
To consider holding a picnic in August
- 13. Recreational space for use by Fitness Classes**
To review proposed Code of Conduct for outdoor Fitness Classes on Parish Owned land
- 14. Wildflower verges**
To consider areas for possible wildflower verges
- 15. Policies for approval documents to review**
- 15.1. Standing Order
 - 15.2. Code of Conduct
 - 15.3. Financial Regulations
 - 15.4. Statement of Internal Control Year Ending March 2021
 - 15.5. Financial Risk Assessment and Management 2020-2021
 - 15.6. To review asset register
- 16. Finance**
- 16.1. Items for Payment and bank reconciliation**
To agree items for payment in July and acknowledge bank reconciliation
 - 16.2. Singleton Environment Centre Extension Project**
To approve VAT payment of £25,000 for the above project
 - 16.3. Annual Governance and Accountability Return 2019/202**
To review and sign AGAR form
 - 16.3.1. Annual Internal Audit Report 2019/20**
To review Internal Auditor Findings
 - 16.3.2. Section 1 – Annual Governance Statement 201920**
To confirm Annual Statement
 - 16.3.3. Section 2 – Accounting Statements 2019/2020**
To approve Accounting Statements 2019/2020
- 17. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda**
Report on recent or ongoing activities.
- 18. Correspondence**
Review of correspondence received since the last meeting.
- 19. Items for Information or Agenda for Next Meeting**
To receive items of information from members and/or for inclusion on next agenda.
- 20. Date and Venue of Next Meeting**
The next scheduled Council Meeting will be held on
Monday 14 September 2020 at 7.30pm

Signed



Aniko Szocs- Clerk to Parish Council

If you wish to attend the meeting, please email to the Clerk to request an invite to the remote meeting theclerk@greatchartsingleton-pc.gov.uk

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council to be held on
Monday 08 June 2020
Held remotely
Starting at 7.30pm

Present:

Cllrs Ackrill, P Barker, Y Barker, Darvill, Gathern, McClintock, Sullivan, Tate, Wiffen

Also Present:

Aniko Szocs (Parish Clerk) and Paula Cowperthwaite (Assistant to Clerk), Cllr Blanford (ABC), Cllr Howard-Smith (ABC), Cllr Farrell (KCC)

1. Apologies for Absence

Cllrs Alexander, Cllr Wilford, Cllr Barrett (ABC), Cllr Simkins (KCC)

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

None

2.2. Other Significant Interests

None

2.3. Other Interests

Item 7.2 – Cllrs P Barker, Y Barker and Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen

3. Minutes of the Previous Meeting

The minutes from the 09 March 2020 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

PROPOSED by Cllr Tate

SECONDED by Cllr P Barker

VOTE: FOR: 9

AGAINST: 0

ABSTAIN: 0

MOTION CARRIED

4. PCSO Report

PCSO not present. The PCSO report was shared on screen and read by the Chair
Firstly, I would like to apologise for not being able to make your virtual meeting this evening. However, I have distributed my monthly newsletter for May which can be found on the Great Chart with Singleton Parish Council website.

The Coronavirus lockdown has presented a number of challenges for Kent Police, but please be rest assured, we are still working hard to keep the public safe. I am also very much out and about in the area and working closely with Ani.

As I mentioned in my latest newsletter, Singleton Lake remains closed to anglers presently as social distancing cannot be adhered to. I know this has caused several issues as this goes against the Government's lifting of restrictions for certain activities. I will continue to visit the area and engage with members of the public accordingly.

I have also been made aware that youths are congregating at one of the benches in the main Great Chart Playing Field. A number of small silver cannisters have been found in that location along with balloons. Again, I will pay attention to the area when I am on duty.

Take care everyone and keep yourselves safe

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

Not present, report read by Chairman

First, I hope you have weathered the storm that is Covid 19 and are keeping cheerful and getting by. I personally had a 4 week period where all my decorating work collapsed, and clients cancelled on me, so I personally felt the pinch of the virus. But thankfully no one in my immediate family caught it or suffered.

Onto business. Singleton Lake, as I write, is still off limits to fisherman, due to the inability of the Stewards to monitor it and enforce safe fishing distances from the paths etc.... but I am going to liaise with ABC officers this week to try to bring things back to normal. As in reality at most swims people can simply walk around them.

Bringing decent fisherman back to Singleton Lake, and allowing them to relax on pleasant Sundays, was one of the ways we hoped to combat the yobs and rouge fishermen that caused so much trouble. And at some point we have to learn to live with this virus, as until a vaccine is developed it isn't going anywhere.

I did two sessions of purchasing food for the elderly folk at Meridian Court in my ward with my wife and delivering it, and I found it very rewarding. I know Ani has been doing a fabulous job liaising with the residents and staff there, and I know the scheme has made a big difference. So I want to say thanks to Ani and all the volunteers who have helped. I donated £250 of my Ward grant for petrol expenses for the project as well, so hopefully its only their time they have to spend.

In regards other matters:- my three main priorities moving forward will be. 1) Improving the appearance of the Singleton Centre. 2) Making sure this Parish Council gets its Car Park extension. 3) Tackling Anti Social Behaviour in and around the Ward.

As always, you all know my email if you have any questions or need my help.

5.2. Cllr Blanford – Weald Central Ward

ABC have been dealing with a number of issues regarding planning enforcement but not in the parish. The planning committee has been meeting virtually to avoid a backlog of applications.

Lots of work has been done by ABC to deliver food parcels and fund discretionary grants for local businesses and charities.

Cllr Blanford also mentioned the increase in littering as lockdown restrictions are lifted and asked for the best way to target those who don't usually engage with anti-littering campaigns.

5.3. Cllr Howard-Smith- Singleton West Ward

Cllr Howard-Smith thanked the council for getting the virtual meeting up and running, and also thanked the various volunteers and committees for supporting the vulnerable. She has donated some of her ward member grant towards volunteer costs in the parish and volunteered in her own area also. She has also donated some of her grant to Revelation Ashford to support them during lockdown.

- 5.4. Cllr Shorter -Washford Ward
Not present

6. Reports from County Councillors (when in attendance)

6.1. Cllr Farrell

Cllr Farrell is now sitting on every constituted committee of Kent County Council so has a good strategic overview.

He highlighted the issues seen in the private sector regarding the procurement of PPE for adult care, and the movement of patients with unknown COVID-19 status.

He noted that current spending will see a big gap in finances and budgets may need to be revised in September.

He noted that Household Waste Centres are now open, and libraries will be opening on 15th June for reduced hours.

Country parks are seeing higher numbers, which it would be nice to see maintained. But littering remains a problem.

Cllr Farrell has donated his ward members grant to various projects, including money towards printing patterns for people making hospital scrubs, and has helped to deliver food parcels and collect prescriptions.

He noted that some work continues at county level for Brexit preparations, but there is little engagement at the national level. However, ability for many organisations to work from home has been demonstrated during the current crisis.

There are also discussions ongoing about the funding for immigrants landing in Dover as this is a national issue, not county level.

The Clerk thanked KCC for the repair of roads and pavements around the parish recently.

6.2. Cllr Simkins

Not present but the following message was read by the Chair.

I would be grateful if you can inform the councillors this evening that as a result of the extreme concern expressed by a member of public over the lack of 40mph signs Adjacent to his house and leading up to the roundabout I went to see the member of public last Friday to reacquaint myself with the problem. I have briefed Darren Hickman of KCC Traffic Schemes and arranged for him to visit the site this week. I will come back to all parties when I get his response.

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

Group met and made a decision on discharge of conditions and a couple of small planning issues.

7.2. Great Chart Playing Fields

New furniture has been delivered. The old parish council noticeboard has been donated to the fields and has been installed with notices already in it. A litter bin was moved on request thanks to the parish steward. The playing fields are also having an issue with litter during lockdown. The AGM has been postponed and they are currently looking for trustees.

7.3. Singleton Spaces

The centre has started to take tentative steps for reopening. Staff have been furloughed although the centre manager came back on 1st June. Other staff are due to return on 1st July in order to reopen the café on 4th July with social distance regulations adhered to and a slow build of services being offered.

The grounds have been maintained by the parish stewards. Work was needed before the extension takes place but this is nearly completed.

The car park lights will soon be manufactured and will then be installed.

Boiler conversion is progressing slowly.

Meetings have been carried out with potential contractors for the extension work and final quotes are expected this week. Work should start before the end of the month.

Met with Amanda Scott from Ashford Borough Council with regards to release of S106 money being in three tranches rather than per invoice. This will reduce administrative work for the council.

It is estimated that the works will be completed within 12-14 weeks of starting.

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

No comments made.

8. Planning Applications for Consideration this Month

- 8.1. Planning application number 20/00650/AS Site of former Great Chart Motors, The Street, Great Chart, Ashford, Kent, TN23 3AH Variation of condition 2 of planning permission 16/01854/AS (Erection of 4 two storey dwellings) to replace approved drawing for the front elevations for plots 1-3 this reduces the height of the chimney to plot 1. – Cllr Y Barker

Due to comments made on a public forum, Cllr Y Barker will abstain from the vote. She feels that the chimneys were important to the street scene.

Cllr McClintock noted concern that the application sets a precedent for planning permission being granted with conditions set, but then to apply to remove those conditions and it being accepted, makes a mockery of the conditions being set in the first place.

Cllr Blanford has discussed this with Abigail Close and she agreed that the chimneys will need to be reinstated. She feels that the original plans should be adhered to and she will go back to Abigail and voice her disagreement.

A member of public has lodged a strong objection along the lines of those discussed. There is a village design statement which must be adhered to. The

chimney was never designed for use, so its aesthetics are important to the street scene.

Cllr Blanford said that even if ABC approve this application, it would not set a precedent as each application is judged on its own merits.

The council resolved to object to this application

PROPOSED by Cllr Ackrill **SECONDED** by Cllr McClintock
VOTE: FOR: 8 AGAINST: 0 ABSTAIN: 1 MOTION CARRIED

- 8.2. Planning application number 20/00614/AS 34 Green Fields Lane, Singleton, Ashford, Kent, TN23 5LH Proposed two storey extension – Cllr McClintock

This development sits above other dwellings on lower streets so will be seen by them. The extension does not fit with any other buildings on this part of the street and will not fit with the street scene.

The council resolved to object to this application.

PROPOSED by Cllr McClintock **SECONDED** by Cllr Ackrill
VOTE: FOR: 3 AGAINST: 1 ABSTAIN: 3 MOTION CARRIED

- 8.3. Planning application number 20/00669/AS 31 Hoppers Way, Singleton, Ashford, Kent, TN23 4GP Conversion of integral garage to habitable accommodation and alternations to driveway to provide parking – Cllr P Barker

There were no objections to the proposed work, but the car park layout is not feasible. Concerns were raised over the movement of cars in and out of the parking spaces, and other cars in nearby houses. There was also concern about loss of vegetation on the land should future development be made.

The council resolved to object on the grounds that the applicant needs to look at the parking situation.

PROPOSED by Cllr P Barker **SECONDED** by Cllr Wiffen
VOTE: FOR: 9 AGAINST: 0 ABSTAIN: 0 MOTION CARRIED

9. Planning Decisions

The planning decisions report was shared on screen.

April-May 2020

20/00222/AS The Wyvern School, Great Chart Bypass, Great Chart, Ashford, Kent, TN23 4ER Installation of access path; wheelchair and cycle path and multisport games area. [ABC: Permit – PC: Support](#)

18/00207/CONA/AS Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green Discharge of condition 7 [ABC: Permit – PC: Comment expressing concerns about the choice of tree and if the tree would remain above the water table.](#)

12/00400/CONY/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of Condition 65 (land parcels A, E & F (part)). [ABC: Permit – PC: No Comment](#)

12/00400/COAA/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 34 Parcel A, E and F (part) [ABC: Permit – PC: No Comment](#)

Presented at the meeting held on 7th May 2020

19/01032/AS Parcel R, Land at Chilmington Green, Ashford Road, Great Chart, Kent Reserved matters for the development of 82 residential dwellings within Parcel R, Main Phase AAP 1, including associated roads, parking, landscaping, open space and infrastructure pursuant to outline permission granted under [12/00400/AS ABC: Permit – PC: Objecting](#)

20/00380/AS 43 Haymakers Lane, Singleton, Ashford, TN23 4GL Conversion of garage loft to provide study & installation of dormer to front elevation [ABC: Permit PC: Supporting](#)

20/00001/EIA/AS Land North of Possingham Farmhouse, Ashford Road, Great Chart, Kent Screening opinion for a residential development comprising up to 600 dwellings, associated infrastructure, car parking and landscaping and open space. [ABC: No EIA required PC: EIA required](#)

It was agreed that a strongly worded letter be sent to Ashford Borough Council to record the parish council's disappointment that no EIA will be carried out for the 20/00001/EIA/AS application. Cllr Blanford noted that planning officers have put their reasons for not needing an EIA on their report. This is outside of the Chilmington development red line but needs to be considered alongside the development as the effects are cumulative. It is a large application when taken alongside Chilmington.

A member of public noted that the red line of the Chilmington development took a very long time to agree and if this is to be ignored, then again, the planning rules are being made a mockery of.

10. Finance

10.1. Items for Payment and bank reconciliation

May 2020

Method	Items for Approval for Payment in May 2020	Description	Total payable	VAT
Bacs*	A. Munt	Volunteer- reimbursed fuel and parking ticket	£46.10	
Bacs*	V. Terry	Volunteer- reimbursed fuel and parking ticket	£9.00	
Bacs	ADM	Annual Domain Licence	£54.00	£9.00
Bacs	Drivers Domain Uk	Advanced driving session- includign trailer	£276.00	£46.00
Bacs*	John Page Trailers Ltd	Ifor Williams Trailer	£3,426.00	£571.00
Bacs*	Burden Bros Agri Ltd	Sit on mower and push mower	£10,320.00	£1,720.00
Bacs	SLCC	training webinar	£36.00	£6.00
Bacs	J. Burt	Levelling manhole on the path behind the village hall (labour and materials)	£1,100.00	
Bacs	A. Munt	Volunteer- reimbursed fuel	£36.00	
Bacs	V. Terry	Volunteer-reimbursed fuel	£20.00	
Bacs	HMRC	Monthly employer contribution	£1,414.03	
Bacs	Salary	May	£411.66	

Bacs	Salary	May	£2,254.72	
Bacs	Salary	May	£1,323.64	
Bacs	Salary	May	£526.49	
Bacs	Kent Pension fund	April Contribution	£692.28	
Bacs	Leaflet Direct	Newsletter distribution	£150.00	
Bacs	Tree and Grounds Maintenance	Tree works at Normandy Way	£2,280.00	£380.00
Bacs	Vision ICT	Final invoice for new website	£1,047.00	£174.50
Bacs	The Play inspection company	Play park inspection - Great Chart	£300.00	£50.00
Bacs	Myriad Plantroom Services	Boiler conversion- Singleton Environment Centre	£2,286.00	£381.00

£3,337.50

Total: £28,008.92

Items for Approval for Payment June 2020				
Method	Items for Approval for Payment in June 2020	Description	Total payable	VAT
Bacs	HMRC	Monthly employer contribution	£1,385.71	
Bacs	Salary	June	£411.66	
Bacs	Salary	June	£2,254.52	
Bacs	Salary	June	£1,281.04	
Bacs	Salary	June	£526.49	
Bacs	Kent Pension fund	May Contribution	£692.28	
Bacs	Kent Pension fund	April Contribution	£692.28	
Bacs	Great Chart Cricket Club	Electricity Bill	£263.37	
*Bacs	Leaflet Direct	Newsletter distribution March	£150.00	
*Bacs	Tree and Grounds Maintenance Ltd	Tree works at Normandy Way and SVH	£2,280.00	£380.00
*Bacs	The Play inspection Company	Great Chart Play Park inspection	£300.00	£50.00
*Bacs	Vision ICT	Website construction	£1,047.00	£174.50
DD	Plusnet	Telephone and Broadband	£62.52	£10.42
DD	FuelGenie	Fuel consumption	£71.33	£11.88
		Total:	£11,418.20	£626.80

* For information only				
Income				
Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	Precept	£133,311.50	
Bacs	Metro Bank	Interest	£8.49	
		Total:	£133,319.99	

The Clerk noted that a bank statement has not been received for the Natwest Reserves account therefore the bank reconciliation is not fully completed.

PROPOSED by Cllr McClintock **SECONDED** by Cllr Ackrill
VOTE: FOR: 9 AGAINST: 0 ABSTAIN: 0 MOTION CARRIED

11. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda
Clerk's Report – May – June 2020

A lot has been happening since the Parish Council met in March.

Employees update: *Paula has been working from home since the beginning of the lockdown, probably many of you have seen her regular updates on the parish council website and on social media. Peter has been working continuously and installed most of the noticeboards around the parish. Rob returned to work at the start of May, observing the social distancing guidelines, he carries out ground maintenance work.*

Play Parks: *The Play parks remain close until we receive further guidance from the Government.*

Ground Maintenance: *I am pleased to inform you all that the sit on mower and a push mower has been ordered from John Deere. The trailer has been collected and it is stored in the container. There was a slight delay but hopefully, the work to secure the container will be completed by the end of this week.*

COVID-19 Help: *Continuing supporting the most vulnerable residents in the parish. As the lockdown is easing up so is the demand to do shopping.*

Risk assessment: *The path along Singleton Village Hall, The Viewing Point and the small playing fields were risk assessed. The full report will be distributed once it is available.*

Newsletter: *Thank you to Paula, the newsletter is now ready and is available digitally. Taking on residents' feedback we felt that this edition should be distributed online, however, hard copies of the newsletter will be made available to those without internet access.*

Website: *Thank you all for the feedback regarding the new website. I am pleased to say that the website is now live. There are some minor updates we will have to do, but other than that it is ready. As mentioned previously it gives us a good opportunity to design a logo to go with it. Thank you to Paul we have a very good basis, just need to tweak it a little. Any comments/feedback welcome.*



Audit: *The Internal Auditor collected all the necessary paperwork to carry out the annual internal audit. The Annual Governance and Accountability Return (AGAR) form will be ready for approval at the parish council meeting in July.*

Quality Status: *As part of the Local Council Award Scheme the parish council met the criteria and qualified for Quality Status. I would like to thank everyone for their help and contribution. Next year hopefully we are celebrating Gold!*

Cllr McClintock wished to note that the clerk has gone over and above the role of clerk in keeping the parishioners happy and healthy during the coronavirus outbreak, whilst also keeping the everyday parish work ticking over. This was agreed by all councillors.

Cllr McClintock also thanked the Clerk for her hard work towards the quality status. Cllr P Barker asked that photographs are taken of the containers once they are all secured and sent to insurance company for reference.

The Clerk has now contacted all residents living adjacent the wall running alongside SVH to notify them that the wall may be structurally unsound. It is not the parish responsibility to repair, just to make residents aware of the report stating its condition.

It was agreed to contact Cllr Wilford with regards to getting further work done on the draft parish logo design.

Cllr Tate suggested that the Quality Council certificate be reproduced and displayed on the noticeboards.

12. Correspondence

- CPRE Spring 2020 members guide
- Kent Voice
- Countryside Voices

13. Items for Information or Agenda for Next Meeting

- Audit report
- Update on letters to residents regarding the unsound wall

14. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held remotely on

Monday 13th July 2020 at 7.30pm

Meeting closed at 21:30

Signed as a true record by

Cllr Ian McClintock _____

Date: _____

Planning Decisions

July 2020

Planning application number: 17/00272/CONA/AS

Land at The Willows, Mock Lane, Great Chart Kent, Discharge of condition 5. ABC:
Permit – PC: No Comment

Planning application number: 12/00400/COAC/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge condition
90 – amended – Site Specific CEMP – Main AAP Phase 1, Land Parcel P (The
Hamlet) ABC: Permit PC: No Comment

Planning application number: 20/00559/AS

1 Huntswood, Singleton, Ashford, Kent, TN23 4XN Certificate of Lawful
Development – proposed – side extension and garage conversion ABC:
Development would be lawful

Great Chart with Singleton Parish Council - Highway Improvement Plan/Action Plan

Update: 23/04/2020

HIGHWAY IMPROVEMENT PLAN – Stage 1			ACTION PLAN – Stage 2			
Priority	Location	Problem & Potential solution (if known)	Action/Programme (Who/When)	Cost Estimate	Funding Source	KCC Comments
1.	Hoxton Close	Speeding. Request for 20mph to include Running Foxes Lane & Wesley School Road.	<p>Traffic survey to confirm speeding issue Dec 2019 – SURVEY COMPLETED DEC 2019</p> <p>PC - Evidence community support</p> <p>PC – To confirm scheme priority & thus delivery year</p> <p>KCC – Write & carry out statutory consultation on TRO (subject to PC funding, prioritisation & commissioning)</p> <p>KCC – Design & Cost works (subject to PC funding, prioritisation & commissioning)</p>	<p>£500 – surveys</p> <p>£3000 - £4000 – TRO</p> <p>£2000 – 3000 – 20mph signing/ lining</p>	Parish	<p>Surveys completed December 2019. Speeds = Site 1 (nr Great Chart Primary) Mean 17mph 85th 20.3mph; Site 2 (nr shops Singleton Hill end) Mean 20.3mph 85th 25.1mph. Some existing TC & 20mph design speed. 20mph speed limit feasible – suggest zone and include side roads.</p>

Additional Comments:

Delivered – Tithe Barn Lane Toucan Crossing (KCC LTP funded 2019/20)

Please note the County Council has limited budgets available for highway improvements, prioritising investment on schemes aimed at reducing casualties on Kent’s Roads. Beyond that it is likely that you will need to source funding for any schemes that come out of your HIP. In addition, due to resourcing and the volume of parish councils, KCC can help in delivering approximately one feasible highway scheme, per parish, per year. The HIP will be reviewed with KCC annually, not each time new items are added by the PC.



Poster Order form

April 2017



Keep Britain Tidy is an independent environmental charity with three goals – to eliminate litter, improve local places and prevent waste.

We understand that we cannot reach our goals by working alone, so we work with businesses, schools, communities, individuals, government - local and national – and other charities and voluntary organisations.

We know that if people care for the environment on their own doorstep – the local park, the street in which they live, the river that runs through their area – then the environment, the community and the individual will all benefit.

How can we expect people to understand and care about global environmental issues if they don't understand the importance of, or care about, their own local environment?

Keep Britain Tidy is a charity with a wealth of experience and expertise. We have been working and campaigning to eliminate litter, improve local places and prevent waste for many years. We want to share that experience and expertise with others, supporting businesses, communities, schools and government.

We fund our work by offering services and expertise to those who can benefit from them, by delivering accreditation schemes for parks, beaches, schools and public spaces and by developing relationships with partners in the corporate sector to support our research and campaign activities.

ABOUT KEEP BRITAIN TIDY.

Printed on 100% recycled material.

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INTRODUCTION

Litter is a problem which affects many areas in England; not only does it make an area look unsightly and uncared for, but we know that litter can actually reduce quality of life for local people and communities.

Our eye-catching posters are available to help you tackle the issue and change behaviours within your area. All the posters are available in A4 and A3 and printed on 170gsm gloss paper.

Keep Britain Tidy is an independent charity, which no longer receives funding from government. We rely on your support to continue our work. All income generated from poster sales goes back into supporting our programmes, campaigns and volunteers.

If dog fouling is an issue for you, we have two innovative campaigns available to tackle the issue;

We're Watching You



And

No such thing as the dog poo fairy



POSTER OPTIONS

Dirty pig (boy)



Dirty pig (girl)



Open all hours



Wish you were here



Don't feed the animals



Cigarette litter





Why are you tossing litter around here?

- I'm lazy
- I don't care about this community
- I think other people should pay to clean up after me.

Don't be a tosser

You brought your rubbish here, please take it home with you.

www.york.gov.uk

Great Chart with Singleton Parish Council

Code of conduct for outdoor fitness training

The purpose of the code of conduct is:

- To avoid conflict between those undertaking licensed fitness activities in the open spaces and those visiting for recreational purposes.
- To protect the open space.
- To ensure access to and use of public open space is preserved for all visitors.
- To provide the opportunity for visitors to benefit from, enjoy and engage in fitness training in a variety of outdoor environments.
- To ensure that fitness operators are complying with current health and safety regulation and best industry practice for the safety and enjoyment of all participants.
- To ensure that all Fitness Licensed operators are fully insured and hold liability for participant's safety, Great Chart with Singleton Parish Council accept no liability for any activity related to outdoor fitness training.

THE CODE

The Fitness operator shall not have exclusive rights over any area of the Parish Council's Premises and shall ensure that right of way is given to members of the general public.

No large items of keep fit equipment shall be used on the Parish Council's Premises other than hand held equipment e.g. Jogging weights, Kettle bells and resistance bands.

Fitness operators shall leave the Parish Council's Premises in a clean and tidy condition and be liable for any loss of or damage to any Council's property through their direct improper use.

The Fitness operators shall ensure that the Council's Property is not used for the purpose of fitness training i.e. benches, tables, trees, lamp posts, bandstands, etc. To keep all pathways clear and accessible to all users.

The Fitness operator shall not display, produce or distribute any sign or advertisement. The restriction of advertising applies to all boards, hoardings, flags, posters, etc. displaying any organisation or company or brand name of any goods, including those of the Fitness Operator.

The Fitness Operator must ensure that no particular area of the Council's Premises is overused to the extent that it causes unreasonable wear and tear to the fabric of the open space e.g. waterlogged, obviously worn and muddy areas.

'No Go' Zones

You are not permitted to use:

- Areas within the open space where training activities have a negative impact on other users, residents, e.g. intrusive noise, aggressive language, etc.
- Areas of high pedestrian activity such as pathways
- Areas clearly marked as sports fields, picnic areas, long grass, meadow land, conservation areas, etc.
- Areas closed for renovation or upgrading.
- Any structures, including trees, and furniture must not be used for training purposes.

'No Go' Activities

The following activities are not to be conducted by personal trainers / Groups:

- Amplified music or audio equipment, whistles and loud shouting or other intrusive noise-generating activities.
- Aggressive, intimidating or unreasonably noisy training activities that interferes with the comfort of other visitors.
- Use of objects that mark out an area to imply exclusive use.

Hereby the Fitness Operators agrees to abide by these guidelines at all times. Non-compliance to the above Code of Conduct means you are at risk of losing your right to hold Fitness classes and being asked to leave the open space with immediate effect.

Great Chart with Singleton Parish Council
Standing Orders

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1. **RULES OF DEBATE AT MEETINGS**

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

Great Chart with Singleton Parish Council

immediately before it is put to the vote.

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

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

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

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

the business on the agenda.

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

one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and

vote on that matter.

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

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

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting should not exceed a period of 2 hours. **Propose to extend this to 2.5 hours maximum**

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

Great Chart with Singleton Parish Council

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 3 days before the meeting that they are unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- 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 Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor

is elected at the next annual meeting of the Council.

- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair 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 Chair 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair 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 chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 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 five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in

accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential

- or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by 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), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, 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 Chair of Council of this fact, and the Chair 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:

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- 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 5 days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);

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- 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;~~ ~~remove,~~ proposal to save every planning application digitally
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (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 **unless permitted by legislation otherwise**.

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

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- v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in

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

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

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the staffing committee at its next meeting.
- c The chair of the staffing committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer and Responsible Finance Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing 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 chair of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer or Responsible Finance Officer relates to the chair of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing 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. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

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.

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

(Kent) Code of Conduct for Members

Readopted at the Parish Council Meeting on 08th July 2019

Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from the Monitoring Officer or your own legal adviser — but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, where you have a Disclosable Pecuniary Interest it is a criminal offence if, without reasonable excuse, you
 - (a) Fail to notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member.
 - (b) Fail to disclose the interest at Meetings where the interest is not entered in the Authority's register.
 - (c) Fail to notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the Authority's register and is not the subject of a pending notification.
 - (d) Take part in discussion or votes, or further discussions or votes, at Meetings on matters in which you have the interest which are being considered at the meeting.
 - (e) Knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Monitoring Officer that you have failed to comply with the Code will be dealt with under the arrangements adopted by Ashford Borough Council for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

THE CODE

1. Interpretation

In this Code:

"Associated Person" means (either in the singular or in the plural):

- (a) a family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- (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 which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

"Authority" means the Great Chart with Singleton Parish Council

"Authority Function" means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) 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 your child attends;
- (c) 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;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

"Code" means this Code of Conduct.

"Co-opted Member" means a person who is not a member of the Authority but who is a member of:

- (a) 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
- (c) who is entitled to vote on any question that falls to be decided at any Meeting of that committee or sub-committee.

"Disclosable Pecuniary Interest" means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

"Interests" means Disclosable Pecuniary Interests and Other Significant Interests.

"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 and/or joint sub-committees.

"Member" means a person who is a member of the Authority and includes a Co-opted Member.

"Other Significant Interest" means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) in any business of the Authority which:

- (a) may reasonably be regarded as affecting the financial position of yourself and/or an Associated Person to a greater extent than the majority of: -
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in other cases) other council tax payers, ratepayers or inhabitants of the Authority's area; or
- (b) relates to the determination of your application (whether made by you alone or jointly or on your behalf) for any approval, consent, licence, permission or registration or that of an Associated Person;

and where, in either case, a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment of the public interest.

"Register of Members' Interests" means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

"Sensitive Interest" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:

- (a) act in accordance with the Authority's reasonable requirements and
- (b) ensure that such resources are not used improperly for political purposes (including party political purposes).

(2) You must not:

- (a) bully any person;
- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) 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 written consent of a person authorised to give it; or
 - (ii) you are required by law to do so; or
 - (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:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Authority
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) 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.

Registering Disclosable Pecuniary Interests

4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer

before the end of 28 days beginning with the day you become aware of the existence of the interest.

Declaring Interests

5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.
 - (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest in any matter to be considered, or being considered, at the Meeting, you must:
 - (a) disclose the Interest; and
 - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation or are acting under para 5(4):
 - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
 - (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
 - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
 - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
 - (c) not seek improperly to influence a decision about the matter.
 - (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting 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. Having made your representations, given evidence or answered questions you must:
 - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

Sensitive Interests

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive 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, before the end of 28 days beginning with the day you become aware of any

change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the Monitoring Officer asking that the information be included in the Register of Members' Interests.

- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

Gifts and Hospitality

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the parish clerk of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality with the parish clerk.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the parish clerk does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dispensations

- 8.(1) The Authority or any Committee, or sub-committee of the Authority or the parish clerk (where authorised) may, on a written request made to the clerk (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Authority or any Committee, or sub-committee of the Authority or the clerk (where authorised) considers that:
- (a) without the dispensation the number of persons prohibited 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; or

- (b) 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; or
 - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
 - (d) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

SELFLESSNESS: You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

INTEGRITY: You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

ACCOUNTABILITY: You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

OPENNESS: You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

HONESTY: You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

LEADERSHIP: Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

"the Act" means the Localism Act 2011

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

"director" includes a member of the committee of management of an industrial and provident society

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

"M" means a member of the relevant authority

"member" includes a co-opted member

"relevant authority" means the authority of which M is a member

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

"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

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract which is made between the relevant person (or a
	body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

GREAT CHART with SINGLETON PARISH FINANCIAL REGULATIONS ENGLAND

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These Financial Regulations were adopted by the Council at its Meeting held on
08th July 2019

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud;
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The Finance Committee Chairman shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the council for all items over £500;
- the Clerk, in conjunction with Chairman of Council, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Chairman.

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

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations

of material variances. For this purpose “material” shall be in excess of 15% of the budget.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of ~~£500~~ £250 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every year.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS method provided that the instructions for each payment are signed **confirmed/authorised via email**, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit or Credit Card issued for use will be specifically restricted to the Clerk/RFO and ~~caretaker~~ parish steward and will also be restricted to a single transaction maximum value of £250 each unless authorised by council or finance committee in writing before any order is placed.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and ~~caretaker~~ parish steward and shall be subject to automatic payment in full on the 14th day of each month. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained is generally understood to include all fixed assets.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO

shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a

specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order, 18c-f and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work

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

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect

of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and

consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

GREAT CHART WITH SINGLETON PARISH COUNCIL STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2019

1. SCOPE OF RESPONSIBILITY

Great Chart with Singleton Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper practices, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements as required by Section 1 of the Annual Return – Annual Governance Statement and its 9 “assertions”.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council has in place a set of Standing Orders and Financial Regulations, which set out the general rules applicable at council and committee meetings and in carrying out the council’s business. These two documents are reviewed on a regular basis and influence the system of internal controls in place.

The system of internal control has been in place at the Council for the year ended 31 March 2018 and up to the date of approval of the annual governance statement and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approved budgets for the following year at its December meeting. The December meeting of the Council approved the level of precept for the following financial year.

The full Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council’s advisor and administrator. The Clerk is the Council’s Responsible Financial Officer and is responsible for administering the Council’s finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council’s procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every online and cheque payments and standing order & direct debit arrangements are reviewed annually.

Income:

All income is received and banked in the Councils' name in a timely manner and reported to the Council at the next meeting.

Risk Assessments / Risk Management/Risk Register:

The Council carries out regular risk assessments, identifying risks, assessing risks, addressing risks and reviewing and reporting these risks in a risk register.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system and audit plan is reviewed annually.

External Audit:

The Council's External Auditors, PKF Littlejohn LLP, submit an annual report and Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the appointed Councillor responsible for conducting internal audit checks;
- the Independent Internal Auditor who reviews the Council's system of internal control;
- PKF Littlejohn LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Independent Internal Auditor. The External Auditors issue an annual audit report and certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2018-19 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and in the internal auditor letter dated 20th April 2019.

Chairman

Great Chart with Singleton Parish Council

Clerk

08 July 2019

Date

Great Chart with Singleton Parish Council

Founded in December 1894

RISK ASSESSMENT AND MANAGEMENT 2020-21

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Asset register maintained. Assets insured, insurance reviewed annually. Significant purchases notified to insurers in-year.
Finance	Banking	L	No cash handled. Majority of income paid direct to bank by BACS. Cheques paid into bank within 2 days of receipt. Loan and phone contract paid by DD with prior email notification of amount.
	Risk of consequential loss of income	L	Reserves Policy reviewed and adopted 14 th May 2018.
	Loss of cash through theft or dishonesty	L	Cash seldom handled, no petty cash. Regular audit to identify anomalies; employee indemnity covered by insurers
	Financial controls and records Bank transfers are checked and authorised by two councillors.	L	Monthly reconciliation prepared by Clerk/RFO for report at monthly meetings. Two signatories required for cheques. Various cross-checks in accounting system to identify anomalies Internal and external audit
	Comply with Customs & Excise regulations	L	Payroll handled in-house using HMRC RTI software and sending IR & NI amounts to HMRC by due date. Other required info (yearend, leavers, starters, P60 etc) completed within software package. VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims comply with sector guidelines
	Sound budgeting to underlie annual precept	L	Expenditure against budget reported quarterly to full Council together with financial statement. Finance Committee receive detailed account of exp-budget in autumn (half year) with full year projections; Cost of living & other adjustments made; PC funded projects considered and draft prepared for consideration by November to derive precept for following year at December meeting.
	Complying with borrowing restrictions	L	PC borrowed £75k to grant to SVH to fill shortfall in funding for extension. PWLB repayments over 17 years (payments by DD in March & September)
Liability	Risk to third party, property or individuals	M	Insurance in place.
Employer liability	Comply with Employment Law	L	PC is Member of KALC Clerk is member of SLCC Both offer reference, guidance and updates Policies reviewed and updated regularly
Area	Risk	Level	Control

	Comply with HMRC requirements	L	Salaries to be calculated on 28 th of each month and BACS raised Use of HMRC's own RTI software aids compliance. Includes on-line notifications. Requires RFO to enter data into system at correct points in time.
	Safety of staff & visitors	L	PC has moved to a new office – a risk assessment has been completed for both staff and visitors. Video entry system in place and additional lock on office door. Stairs, lift & corridors comply with modern regs.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal Legal advice to be sought where necessary
	Proper and timely reporting via the Minutes	L	Council meets monthly and receives and approves Minutes from previous month. Approved Minutes available on website or on request from the Clerk. Minutes of Committee meetings sent out to members when ready rather than await next meeting.
	Proper document control	M	Paper documents kept in lockable filing cabinet & computer password protected to store data in compliance with Data Protection Act. Fol Publication Scheme & Information Guide on website with relevant documents Public domain info is available to view on website
Councillor Propriety	Register of DPI's and OSI's, and gifts and hospitality in place.	L	Register of DPI's and OSI's completed KALC and Monitoring Officer contacted for advice/clarification where required.
Insurance	Public Liability Employer Liability Physical Assets Compliance Fidelity Guarantee	L L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.

Adopted by full PC on 08th July 2019

V6 Adopted by Full PC 13 July 2020

Great Chart with Singleton Parish Council					
Asset register as at 31 March 2016					
Purchase Date	Asset	Cost & insured value	ID/Serial NO	Custodian	Disposal Date
2004	6 x Parish Noticeboards	£0	-	PC	Noticeboards removed in April 2020 (£3050)
2005	HP Laser Printer				Feb-14
2006	Filing Cabinet	£85	-	Clerk	
	shredder				Feb-14
	Benches x 2	£1,450	-	PC	Gt Chart, Ash Rd & The Street
	Laptop	£467	CND6220DHJ	PC	
2007-08	Litterbins x 2	£360	-	ABC	
	dog bins x 7	£1,260	-	ABC	
	bench	£773	-	PC	S'ton Hill bus stop
2008-09	HP multi-function printer	£460	CNDT898H9B	Clerk	
	12 x litterbins	£2,152	-	ABC	
	2 x picnic benches	£1,200		PC	adj S'ton play area
	2 x benches	£1,720		PC	cricket ground & entrance to S'ton play area
	Sony data projector	£383	7037024 833	Clerk	
27-Feb-10	Mesh desktop PC & 24" monitor	£1,058	155464-1-1	Clerk	
14-Aug-10	Projector screen	£94	-	Clerk	
	Total 31 March 2011	£11,461			
2011-12	land at Hoxton Close	£10,000		PC	s106 land as public open space
Apr-11	1 x seat & 2 x picnic benches	£2,095		PC	currently at SEC awaiting installation
Jul-11	2 x notice boards	£1,861		PC	S'ton Hill & Griffin Close
2012-13	1 x dog bin & 2 x litter bins	£894		ABC/PC	
	office cupboard	£290		PC	
May-13	Village Sign	£12,000		PC	Great Chart
minor items					
Mar-12	kettle	£25		PC	
Jun-12	office chair	£137		PC	
Jul-12	mini fridge				Feb-15 equipment failed, disposed of
	Total at December 2013	£38,762			
20-Mar-14	laptop (HP ENVY) + MS software	£990	5CG404157N	pc	
	wireless mouse & keyboard	£22		pc	
	Total at 31 March 2014	£39,774			
	land at Hillcrest (allotments)	£10,000		PC ownership, managed by Barrow & Spade Brigade	
Feb-14	security safe	£95		PC	
Feb-14	office shredder	£221		PC	
Oct-14	speedwatch kit	£2,000		Gary Perry, Speedwatch group	
	serial no ... 1207				
Feb-15	office furniture, 2 x desks, 3 x cupboards, 2 x office chairs, 3 x seats, meeting table, 2 x drawer units, 2 filing drawers	£3,702		PC	
Jan-15	defib kit	£1,374		PC/SVH	
Mar-15	video entry system	£1,750		PC/SVH	
Mar	litter pick kits	£401		PC	
	Total as at 31 March 2015	£59,317			
Nov-15	Caretaker Container (Workshop)	£1,700			
Nov-15	Chainsaw	£83			
Nov-15	Kombi engine	£100			
Nov-15	Pole Pruner	£65			
Nov-15	Trimmer	£90			
Nov-15	Autocut	£50			
Nov-15	Brushcutter	£125			
Nov-15	Ext-shaft	£33			
Nov-15	Oil	£4			
Nov-15	Chain Oil	£2			
Nov-15	Line, orange	£4			
Nov-15	Jerry can 20L	£8			
Nov-15	Petrol Can	£3			
Nov-15	Blower	£105			
Nov-15	Economy Plus Jacket	£21			
Nov-15	Whistle emergency	£1			
Nov-15	Combination wrench	£2			
Nov-15	Cofra force boot	£40			
Nov-15	Economy Plus design	£33			
Nov-15	Arbortec glove	£5			
Nov-15	Husqvarna helmet	£16			
Nov-15	First aid kit	£7			
	Total as at 31 March 2016	£64,863			
May-16	Ladder	£80			
Jul-16	5 Picnic benches	£2,160			2 at The Viewing Point, 1 Singleton Lake, 2 Cuckoo Park
Jul-16	4 Dog poo bag dispensers	£460.80			2 Singleton Lake
Jul-16	Noticeboards	£1,491.00			2 Singleton Lake
Jul-16	Hard drive	£63.00			
May-16	Digital Camera	£98.00			
Jul-16	Men at work signs x 3	£45.00			
Jan-17	Defibrillator	1,692.00			Great Chart Village Hall
	Total as at 31 March 2017	£70,952.74			
17-May-17	HP 14 Inch Laptop (including bag)	£279.99		PC	Parish Office
Apr-18	Coffee Machine	£221.00		PC	Parish Office
Aug-18	Parish Council Van	£16,704.00		PC	Parish Office
Oct-18	Speed Indicator Device	£9,545.00		PC	Various locations parish
Oct-18	Pole pruner, strimmer, blower, ba	£1,382.00		PC	Workshop
Jan-19	Brush cutter and chainsaw	£988.00		PC	Workshop
Feb-19	Outdoor Gym	£29,402.00		PC	Great Chart Playing Fields
Jan-19	Singleton Village Sign	£4,191.00		PC	Singleton
Jan-19	Snowdog	£2,100.00		PC	Singleton Environment Centre
Jun-18	Outdoor Gym & other play equipment, park furniture	£156,922.00		PC	Cuckoo Park
Jun-18	Computer	£1,800.00		PC	Parish Office
	Totals as at 31 March 2019	£294,487.73			
Aug-19	30ft container	£2,150.00		PC	Great Chart Playing Fields
Sep-19	15 Ipads	£5,499.00		PC	Parish Councillors and staff (Clerk, assistant and caretaker)
Feb-20	Play Park- Great Chart	£65,000.00		PC	Great Chart Play Park, Singleton Road
Mar-20	Noticeboards	£10,151.00			
	Totals as at 31 March 2020	£377,287.73			
May-20	Trailer	£2,855.00		PC	Great Chart Playing Fields, Container
Jun-20	Lawn tractor and walk behind mower	£8,600.00		PC	Great Chart Playing Fields, Container

Credit Card Payments

	Credit card payment items for Information	Description	Total paid	VAT
Account Number: 19079376				
CC	Shenzhenshi	iPad screen protector	£13.98	£ 2.33
CC	Amazon EU	Varnish for the rock painting project	£10.48	£ 1.75
CC	T&E Foods Limited	Hand Sanitiser 5 l	£34.99	£ 1.67
CC	Amazon EU	Ring Binder A5	£8.68	£ 1.45
CC	Amazon EU	A5 divider	£2.04	£ 0.35
CC	DVLA	Vehicle Licensing	£265.00	
CC	Playdale	caps	£23.12	
Credit card Account: 24056805				
CC	B&Q	Hose pipe connector	£10.25	
CC	Dial Direct	Van insurance	£41.99	
CC	Burden Bros Agri Ltd	load securing tape	£31.01	£5.17
CC	Amazon	Power cable for car	£12.99	
CC	Amazon	super glue	£7.99	

Total:	£ 462.52	£ 12.72
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Items for Approval for Payment July 2020

Method	Items for Approval for Payment in July 2020	Description	Total payable	VAT
Bacs	HMRC	Monthly employer contribution	£1,465.66	
Bacs	Salary	July	£526.49	
Bacs	Salary	July	£2,254.44	
Bacs	Salary	July	£411.66	
Bacs	Salary	July	£1,400.46	
Bacs	Kent Pension fund	June contribution	£692.28	
Bacs	CostPlan (three invoices)	Singleton Environment Centre Extension project	£2,340.00	
Bacs	Foxit	One off licence payment for PDF document editing and combining software	£161.84	
Bacs	Zurich	Annual renewal of insurance policy	£2,375.48	
Bacs	Zurich	Adding sit on mower to insurance policy	£169.09	
Bacs	John Page Trailers	Fitting winch and relocating spare wheel	£378.00	
Bacs	Tree and Grounds Maintenance	Tree maintenance on The Viewing Point and behind properties on Bradbridge Green	£1,500.00	£250.00
Bacs	Great Chart Motorts	Van repair	£665.76	£110.96
Bacs	Ashford Borough Council	Risk assessment- Parish Open spaces	£420.00	£70.00
Bacs	Kent Association of Local Councils	Annual membership renewal	£1,818.00	£303.00
Bacs	Mike Cuerden	Completion of internal audit	£480.00	
Bacs	JRB Enterprise	Economy dispenser dog gloves	£111.60	£18.60
Bacs	Kalkwik	Printing- summer newsletter	£358.00	
Bacs	Glebe	Wall mounted automatic hand sanitiser	£114.00	£19.00
Bacs	Black Forge	Securing and creating a ramp on the container at Great Chart Playing Fields	£3,690.00	
Bacs	Volunteer	Reimbursing travel		
Bacs	Cllr McClintock	expense claim- security cable and locks	£14.56	£2.43
Bacs	KCS Professional services	Printer charges	£202.99	£33.83
Bacs	AO Business	Belling Farmhouse Cooker and Bosh dishwasher for Great Chart Cricket Club as agreed	£1,742.95	£290.49
Bacs	Local Councils Update	Annual renewal of subscription	£100.00	
*Bacs	Great Chart Playing Fields	Contribution towards car park resurfacing previously agreed sum transferred	£535.00	
DD	Plusnet	Telephone and Broadband	£60.11	£10.02
DD	FuelGenie	Fuel consumption	£71.67	£11.95

Total: £ 24,060.04 £1,120.28

Approved:
Date:

* For information only

Income

Method	From	Description	Total received	VAT (if applicable)
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Method	Items for Approval for Payment in July 2020	Description	Total payable	VAT
Bacs	Metro Bank	interest - May	£8.48	
Bacs	NatWest	interest - May	£22.10	
Total:			£30.58	

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>
200	Metro Bank Current Account			15,009.95	
210	Metro Bank Instant Access			82,754.61	
230	Nationwide Business 1 Yr Fixed			203,304.03	
240	Metro Bank Credit Card				398.22
250	NatWest Current Account			100.00	
260	NatWest Reserve Account			119,756.50	
305	Contingency Reserves				30,000.00
310	General Reserves				65,234.50
320	EMR - Cuckoo Park				194,060.00
321	EMR - The Viewing Point				33,877.00
515	VAT on Payments	999	VAT Data	3,434.54	
1076	Precept	100	Income		133,311.50
1090	Interest Received	100	Income		49.96
1100	Grants & Donation Received	100	Income		500.00
4000	Staff Salary	110	Administration	9,050.58	
4010	PAYE & NI	110	Administration	2,776.64	
4030	Pension	110	Administration	601.99	
4080	Training	110	Administration	30.00	
4090	Chairman's Allowance	110	Administration	3.73	
4110	Bank Charges	110	Administration	25.30	
4130	Professional Fees	110	Administration	90.00	
4140	Subscriptions & Memberships	110	Administration	36.00	
4170	Office Supplies & Admin	110	Administration	210.01	
4180	Telephone & Broadband	110	Administration	155.60	
4210	ICT Infrastructure	110	Administration	1,092.00	
4240	Parish Grants	110	Administration	226.00	
4260	Newsletter	110	Administration	840.40	
4400	Vehicle Maintenance	140	Caretaker	645.99	
4410	Vehicle Fuel	140	Caretaker	83.89	
4420	Equipment	140	Caretaker	12,827.99	
4500	Repairs/Maintenance	150	Maintenance	2,470.43	
4750	Singleton Environment Centre	175	Singleton Environment Centre	1,905.00	
Trial Balance Totals :				457,431.18	457,431.18
Difference				0.00	

Mike Cuerden
Deans Hill Lodge, Deans Hill
Harrietsham, Maidstone
Kent ME17 1NS
(01622 859442)

Ms A Szocs
Parish Clerk
Great Chart with Singleton PC
Singleton Village Hall
Hoxton Close
Ashford
Kent TN23 5LB

4th June 2020

Dear Aniko,

Accounts 2019-0

Further to collecting your books I have now concluded my audit of the above accounts.

As always, I started with reviewing the Minutes, which all seemed to be in order, being all consecutively numbered and with each page signed, (except for 1673, which should lie between the July Council, page 1672 and July's Extraordinary meeting, starting on 1674).

Other minor comments arising were

- (a) that May's minutes had the same trial balance as that of April's, although I understand that this is due to a timing issue with the receipt of bank statements.
- (b) there is clearly an issue in the preparation of the monthly reports to council, in that the VAT total is often incorrect, usually due to the top figure being left out (see June, July, October and January). The exception is December, where the error was due to £10.06 being entered – the double-dot causing the entry to be seen as text, not a number, so being excluded. As it is only a report, and it only affected the total, not the individual items themselves, I consider this to be of little or no consequence.
- (c) November's minutes were missing from the file, (you might wish to print off a copy, get them re-signed and update the file), but it was available from your website – and I was pleased to note that it included a public discussion on the next year's budget and precept.
- (d) Similarly, February's minutes were missing, and ought to be inserted.

I was also pleased to note that the Standing Orders, Financial Regulations, various policies, risk assessments etc had all been reviewed in the year.

Looking at the Finance Committee minutes, I see you have two page 80's.

Turning to the examination of the figures, as with last year, I had a list of transactions, the bank statements and the VAT return to compare. Since virtually all of these tallied, I am content that the audit was sufficiently thorough as to allow a valid opinion.

This made it difficult for me to derive for myself totals on income and expenditure, so I had to rely on those reported by the system – which are probably accurate (especially since the books do balance and reconcile to the bank accounts), but it would still have been reassuring to have been able to independently verify them.

From my examination, I can say that

- Virtually all of the payments appear to have been entered with the correct values, although there are a few where the actual invoice is missing, or you are relying on such paperwork as statements, emails and/or order confirmations.

In order to claim VAT, HMRC require that there is an invoice, addressed to the council, with a VAT number on it. In practice, I would accept that this is sometimes impossible to achieve, so it doesn't seem unreasonable to sometimes accept, say, the order confirmation, if it includes a VAT number, or perhaps an expenses claim, where the goods have been purchased either by an un-named person, or a person working on behalf of the council, and the reimbursal is for goods acquired entirely for the council.

I would recommend that wherever possible – and especially when there is a VAT element - every effort should be made to get a proper invoice for the file.

In any event, the VAT claimed should tally back with the receipt on file. However, as with last year, there were several instances of there being a penny or two discrepancy, which I presume is a function of how the system is working, rather than human error. If this can be avoided, then this would make the audit a little easier, but the overall effect is sufficiently negligible as to be ignored.

Other than this generalisation, the following VAT-related issues were noted, although tallying individual transactions back to the schedule did prove a little tricky:

- * 12/4 KALC training, the VAT claimed seems to be £8.63, but the invoice suggests £1.16
- * c/c 9/5 Hinges & Brackets for £23.62 – VAT of £3.94 not claimed.
- * 14/6 expenses reimbursal to Peter, VAT of £6.57 not claimed
- * 12/7 KALC invoice, VAT of £10 not claimed
- * 16/8 3 x KCC invoices, VAT of £7.79 not claimed
- * 18/10 KCS, the VAT claim is supported only by the order, with no invoice
- * October, Ian's reimbursal for a Screwfix purchase – VAT not claimed.
- * 15/11 Allotment Society – VAT not claimed (£12)
- * 13/12 KCS again, £287.65 was paid on a statement, but I can see no VAT claim against it. Proper invoices should be obtained because, presumably, there is VAT to claim. (The statement does say invoices can now be viewed on-line.)
- * At the same time, Lister & Wilder were paid £514.15 on a statement with no invoice (but this time there is a VAT claim)
- * 17/1 Play Inspection Co – they were paid on a statement – it is not clear if there was a VAT element to the payment.
- * 13/3 Online Playgrounds – the payment is based on an order only, but VAT of £15.44 has been claimed.

In a similar vein, the purchase of 15 iPads from PC World is supported by both the in-store order confirmation and a print of what it says is an invoice. However, neither have a VAT number on, which, technically, makes the council's reclaim problematical, and means, I believe, that PC World is acting illegally! In practice, I would think that if there is any issue arising on this, it will be aimed at the retailer.

Other issues that arose from the transactions were (in chronological order):

* 13/9 The council paid for a repair to Craig Kedda's car. I can guess what happened here, but I couldn't see any minute in either Council or Finance where the decision to pay for the damage was taken, although the payment itself was approved by Council in September.

October's Natwest Current account statement was missing, but there is so little activity on this account that this was not perceived to be a problem.

In November, Paula's payslip says she should be paid (after a tax refund) £617.49, yet she was only paid £526.49, which was the net pay before adjustment. This generated a discussion about her pay generally between myself and the Clerk. So far as I can see, it would appear that Paula has received the correct amount, but, overall, HMRC may have been slightly over-paid in tax. Since the circumstances of the confusion over tax codes are likely to be unique, and given the size of the discrepancy compared to the overall salary bill, I feel that it would not be cost-effective to try to adjust the situation.

In December, the Plus.net bill, and the accompanying Natwest payment were both for £57.42. However, the transaction listing I was checking against listed it as £60.02, as, indeed, was the transfer from the Natwest Business Reserve account. Somewhere, there seems to be a £2.60 discrepancy, although unless it becomes immediately evident, this is also unlikely to be worth tracking down.

My conclusion is therefore much as last year. It again proved impossible – or at least, it would be extremely time-consuming – to create a monthly bank reconciliation to test the figures, nor even an annual one. However, since I am satisfied that

- * all the expenditure and income items, as presented, were valid,
- * that these figures went into the system,
- * that the bank accounts were operated properly, and
- * that the system is reporting that the books balance,

then I am content to accept that the accounts are correct. I couldn't confirm all the detail of the VAT recovery, although, again, I am happy that, by-and-large, VAT is being properly accounted for. In the scheme of things, any overall error is likely to be minor, and it is unlikely that any correction would merit the time and effort required to do so. (The exception would be the invoice for the iPads, but here to, it is probably only worth doing something about it if it becomes an issue.)

For next year, it would probably greatly assist the internal auditor if the accounts system could produce a transaction listing showing who charged for what, listing the amount ex-VAT, the VAT and the total value. If the invoices could then be filed in the same order, then this would greatly simplify the task of checking the transactions.

I hope that this summary of my findings is useful, and I shall give you more details on the specific items when I return the books to you.

If you have any questions, though, please feel free to contact me.

Yours sincerely,

Mike Cuerden.

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

AUTHORITY EMAIL ADDRESS REQUIRED

Telephone number

TELEPHONE NUMBER

*Published web address

PUBLISHED WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Clerk's Report – July 2020

Code of Conduct: The Local Government Association Model Member Code of Conduct Consultation is currently open. Please take some time to read and comment on the document. This document serves as a crucial pillar in the local authorities governing documents. Further details can be accessed on www.local.gov.uk

Play Parks: The Play parks reopened from the 4th of July. Following Government guidance, both play parks have been COVID-19 risk assessed by an officer from Ashford Borough Council, signs with information placed and a number of play equipment removed to help minimise the number of users at any one time in the park and to help social distancing. Users are asked to use hand sanitisers before and after using the play equipment to minimise the risk of spreading the virus. The insurance company have been notified and they are satisfied that we took reasonable steps.

Ground Maintenance: We have made a start with ground maintenance and cut the grass at Cuckoo Park, leaving areas for insects and other wildlife. The stewards and Cllr McClintock will be undertaking training on how to use the sit on mower. This is a major step forward improving ground maintenance within the parish.

Pop Up Café: As the lockdown is easing and venues are reopening, we are hoping the Pop-Up Café can return too soon with social distancing in place.

Singleton Shopping Centre: Cllr Barret, McClintock and myself met at the Singleton Shopping Centre to review and note dilapidation. From our visit, it became apparent that no maintenance work has been done for a considerable time. The centre is a focal point in the community and hopefully, with the help of Cllr Barrett, the area can be made a pleasant place to visit.

Thank you: As a way of saying thank you Everest Inn offered a free meal to those who volunteered and actively helped during the pandemic. I nominated four volunteers who went above and beyond helping the residents. I would like to say a big thank you to Everest Inn for this wonderful offer. They have been instrumental in helping the community during this very difficult time.

Training: There are a few remote training courses available on Kent Association of Local Councils, please be sure you check their website and book a place on anything that you feel would help your role as a councillor. Please remember when booking a place to direct all payment to the Clerk.

The next meeting is not until September, usually, this is where I would wish you all a lovely break. However, this year is somewhat different and most of our holidays have been cancelled or postponed because of the pandemic. Therefore, I wish you all to keep well and safe.