



# **ASHURST WOOD PARISH COUNCIL**

## **S T A N D I N G   O R D E R S**

# ASHURST WOOD PARISH COUNCIL STANDING ORDERS

## 1 Meetings

- a. Parish Council Meetings are held on the first Tuesday of every month, with the exception of August and January. If there is a public holiday, the meeting will move to the following Tuesday.
  - b. Meetings of the Council shall be held at 7.45pm unless the Council otherwise decides at a previous meeting.
  - c. Smoking is not permitted at any meeting of the Council.
  - d. 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.
  - e. When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, or bank holiday shall not count.
  - f. 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.
  - g. Subject to standing order 1(f) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda during the Public Question Time allocated at the beginning of the meeting .
  - h. Any person attending a meeting of the Council who is not a member of the Parish Council is not entitled to speak during the meeting outside Public Question time, unless invited to do so by the Chairman, or person presiding, and during this time the meeting will be suspended.
  - i. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
  - j. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.
  - k. In accordance with standing order 1(f) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
  - l. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).
  - m. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- Voting**
- n. All resolutions at a meeting shall be decided by a majority of the Councillors present and voting thereon. *(Subject to standing order 1 (u) below)*
  - o. The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she gave an original vote. *(See also standing orders 2 (i) and (j) below.)*
  - p. Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
  - q. The minutes of a meeting shall record the names of councillors present.
  - r. If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

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- s. The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- t. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 6 below.*)
- u. No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- v. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.  
**Order of business:**
- w. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent: followed by reports from District and County Councillors and Public Question Time of up to 30 minutes per meeting.
- x. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- y. After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- z. To deal with business expressly required by statute to be done.
- aa. To dispose of business, if any, remaining from the last meeting.
- bb. To receive such communications as the person presiding may wish to lay before the Council.
- cc. To answer questions from Councillors.
- dd. To receive and consider reports and minutes of committees.
- ee. To receive and consider reports from officers of the Council.
- ff. To authorise the sealing of documents.
- gg. To authorise the signing of orders for payment.
- hh. To consider resolutions or recommendations in the order in which they have been notified.
- ii. Any other business specified in the summons.

### 2 Annual Parish Council meetings

*See also standing order 1 above*

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c. The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- d. The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- e. The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- f. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- g. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

# ASHURST WOOD PARISH COUNCIL STANDING ORDERS

## **Order of business**

- h Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.
  - i. In an election year, delivery by councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
  - iv. Review of the terms of references for committees.
  - v. Receipt of nominations to existing committees.
  - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.
  - vii. Review and adoption of appropriate standing orders and financial regulations.
  - viii. Review of representation on or work with external bodies and arrangements for reporting back.
  - ix. Review of inventory of land and assets including buildings and office equipment.
  - x. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
  - xi. Review of the Council's and/or employees' memberships of other bodies.
  - xii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

## **3 Annual Village Meeting (Annual Parish Meeting)**

- a. The Annual Village Meeting, which is a meeting of the electorate, will be held annually between 1<sup>st</sup> March and 1<sup>st</sup> June inclusive.
- b. The Chairman of the Council must preside if he/she is present or, in his absence, the Vice-Chairman must preside. If he/she too is absent, the Annual Meeting must decide who is to preside.

## **4 Proper Officer**

- a. The Council's Proper Officer shall be the Clerk or such other employee as may be nominated by the Council from time to time or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b. The Council's Proper Officer shall do the following.
  - i. Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, they shall electronically serve on councillors a summons confirming the time, date, venue and the agenda of any meetings of the Council or its committees at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee
  - iii. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [4(b)i] and [4(b)ii] above.
  - iv. Receive and retain copies of byelaws made by other local authorities.
  - v. Receive and retain declarations of acceptance of office from councillors.
  - vi. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - vii. Keep proper records required before and after meetings;

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- viii. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- ix. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- x. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xi. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xii. To receive and retain plans and documents in accordance with the Council's policy.
- xiii. To sign notices or other documents on behalf of the Council.
- xiv. To sign summonses to attend meetings of the Council.
- xv. Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee
- xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xvii. To supervise, on a day to day basis the work of the assistant and any other Parish Council employees.

### 5 Rules of debate

- a. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b. A motion shall not be considered unless it has been proposed and seconded.
- c. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- d. Members shall address the Chairman.

### 6 Code of Conduct (England)

*See also standing orders 1g above*

- a. All councillors shall observe the Code of Conduct adopted by the Council.
- b. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- c. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.
- d. Within twenty-eight days of election or co-option, Councillors must complete a register of interests and give to the Proper Officer who sends a copy to the Monitoring Officer at the District Council. Councillors must ensure that this register is updated within twenty-eight days of their interests changing, or they will cease to be a member, and a vacancy is declared.
- e. Councillors must at all times avoid bringing the Council into disrepute, nor can they use their position of Councillor to secure advantage or disadvantage. Councillors must promote equality and not unlawfully discriminate; treat others with respect; not compromise the impartiality of Council staff; not **disclose confidential information**; not prevent access to information if a person is entitled to it, and not use Council resources for party political purposes.
- f. Councillors must disclose all gifts and hospitality received in connection with their role as a Councillor within twenty-eight days of receipt.
- g. The Proper Officer shall pass complaints about behaviour of members relating to alleged breaches of the Code of Conduct to the Monitoring Officer at Mid Sussex District Council.

### 7 Minutes

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- a. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- b. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

### **8 Disorderly conduct**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order 8(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c. If a resolution made in accordance with standing order 8(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

### **9 Rescission of previous resolutions**

- a. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee and only if additional information has become available.
- b. When a special motion pursuant to standing order 9(a) above has been disposed of, no similar motion may be moved within a further 6 months.

### **10 Voting on appointments of staff or Co-option of Members**

Where more than 2 persons have been nominated 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. Any tie may be settled by the Chairman's casting vote. The decision will be taken by a majority of the members present and voting.

### **11 Expenditure**

- a. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b. The Council's financial regulations shall be reviewed once a year.

### **12 Delegated Powers**

- a. The Planning Committee has delegated powers to consider routine planning applications and respond to the District Council as part of the consultation process within the specified deadline (21 days). The Planning Committee shall consult the Council on contentious planning applications.
- b. The Council's financial regulations make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to the Clerk within the agreed scheme of delegation. (appendix 1)

### **13 Action in Emergency Circumstances**

Holding action to eliminate the risk of further damage to property or injury shall be taken by any two of the following :-

- a. The Chairman of the Council
- b. The Vice-Chairman of the Council
- c. The Clerk

Any such action, to be reported to the Chairman of the Council as soon as practical.

### **14 Execution and sealing of legal deeds**

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

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- b. In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

### 15 Committees

*See also standing order 1 above*

- a. The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iv. may in accordance with standing orders, dissolve a committee at any time.

### 16 Sub-committees

*See also standing order 1 above*

- a. Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee
- b. Standing Order 1 shall apply to meetings of committees and sub committees save that meetings may be held at such times as decided by the committee or sub committee.

### 17 Extraordinary meetings

*See also standing order 1 above*

- a. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

### 18 Advisory committees

*See also standing order 1 above*

- a. The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

### 19 Accounts and Financial Statement

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b. Except as provided in paragraph (c) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- c. Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payments with the approval of the Chairman or Vice-Chairman of the Council.
- d. All payments ratified under sub-paragraph (c) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- e. A Financial Statement prepared on income and expenditure for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

### 20 Inspection of documents

- a. Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its

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committees or sub-committees shall be available for inspection by councillors. See also standing order 25 and Council's Freedom of Information Policy.

### **21 Unauthorised activities**

- a. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

### **22 Confidential business**

- a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. A councillor in breach of the provisions of standing order 22(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

### **23 Power of well-being**

- a. Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

### **24 Matters affecting council employees**

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(f) above.
- b. In every year not later than the meeting at which the estimates for next year are settled the Council shall review the pay and conditions of service of existing employees.

### **25 Freedom of Information Act 2000**

- a. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council.

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

All requests from the press or other media for an oral or written statement or comment from the Council shall be processed through the Proper Officer, and councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

### **27 Liaison with District and County Councillors.**

A notice of meeting shall be sent together with an invitation to attend to the County Councillor for the county division and to the District Councillor or Councillors for the district ward.

### **28 Tenders and Contracts**

- a. Where it is intended to enter into a contract exceeding £2,000 the Council will obtain a minimum of three estimates.
- b. For any contract exceeding £10,000 in value for the supply of goods or materials or for the execution of works shall be procured on the basis of a formal tender as summarised in standing order number 28 (c) as below.
- c. The clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.
- d. Where the value of the intended contract exceeds £10,000, similar notice shall be given in addition in the local press.
- e. Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- f. Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- g. Neither the Council nor any committee, or sub-committee is bound to accept the lowest tender.

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- h. If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- i. A notice issued under this standing order shall contain a statement of the effect of Standing Orders
- j. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contractand, if either of those Regulations apply, the Council must comply with EU procurement rules.

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### **29 Disqualification from Office**

- a. Councillors are disqualified from office if they do not attend at least one meeting of the Council during a period of six months. If it is appropriate to prevent disqualification after six months, the Council to vote on whether to accept the reason given for continued non-attendance.
- b. Councillors are disqualified if they are declared bankrupt or if they have been convicted of a criminal offence in the last five years.

### **30 Variation, revocation and suspension of Standing Orders**

- a. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### **31 Standing orders to be given to councillors**

- a. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- b. The Chairman's decision as to the application of standing orders at meetings shall be final.

# ASHURST WOOD PARISH COUNCIL

## FINANCIAL REGULATIONS

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# ASHURST WOOD PARISH COUNCIL STANDING ORDERS

## **FINANCIAL REGULATIONS**

### **1. Financial Administration**

1.1 The Parish Clerk, under the direction of the Finance & Administration Committee, shall regulate and control the finances and accounts of the Parish Council and shall be responsible for the proper administration of the Council's financial affairs and the production of financial management administration, all in accordance with approved policy.

1.2 The Parish Clerk is responsible for the day-to-day control of cleaning staff and Handyman, their equipment, materials and stores.

### **2 Financial Planning and annual estimates**

2.1 The Parish Clerk shall each year recommend to the Parish Council a programme for consideration of estimates and the programme is to include adequate time for such discussions between the Finance & General Administration Committee, other committees and Council.

2.2 Detailed estimates of income and expenditure shall be prepared each year by the Clerk.

2.3 The Finance & General Administration Committee shall review the estimates and submit them to the Council not later than December in each year, together with such summaries, statements and reports as are considered desirable in order to enable the Council to determine the precept to be levied for the ensuing year.

2.4 Concurrently with the report to the Council and the proposed precept to be levied for the ensuing year, the Clerk shall report as to the funding of the any capital programme in order to enable a definite programme for the following year to be determined,

### **3 Budgetary Control**

3.1 The Parish Clerk has powers to vire amounts provided within the approved Budget.

3.2 Expenditure shall be authorised by resolution of the Council except where Standing orders allow emergency or delegated power.

3.3 Where it is necessary to make a payment before it has been authorised by the Council, such a payment shall be certified as to its correctness and urgency by the appropriate officer. Such a payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Clerk with approval of the Chairman or Vice-Chairman of the Council.

3.4 All payments ratified under sub-paragraph (3.3) of this Financial Order shall be separately included in the next schedule of payments laid before the Council.

3.5 Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget or when there is likely to result an overspending in the year unless a request for a supplementary estimate has been submitted to the Finance & Administration Committee. This regulation shall apply where such event would result in an increase in net cost within the financial year.

3.6 The Finance & Administration Committee shall carry out a review of the expenditure and income of the Council at the same time as it undertakes its evaluation of the following year's budgetary requirements.

### **4 Income**

4.1 The collection of all sums due to the Council shall be under the supervision of the Responsible Finance Officer, who shall make and maintain adequate arrangements for prompt and proper accounting for all cash, including its collection, custody, control and deposit.

4.2 Personal cheques of members of the public shall in no circumstances be cashed out of money held on behalf of the Council.

### **5 Banking arrangements**

5.1 All arrangements with the Council's Bankers shall be made by or under arrangements approved by the Town Clerk who shall be authorised to operate such banking accounts as he/she may consider necessary.

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5.2 All schedules approving bank payments by whatever means shall be presented to a meeting of the Council. All cheques, shall be signed by two specified Members of the Council. All standing Orders and Direct Debits shall be signed at inception by two specified Members of the Council.

## **6. Ordering procedures**

6.1 Orders shall be issued for all work, goods or services to be supplied to the Council and such orders should be signed by the Parish Clerk.

6.2 The Order Book shall be controlled by the Parish Clerk.

6.3 Each Order raised shall conform to the directions of the Council with respect to Standing Orders.

## **7 Payment procedures**

7.1 The normal method of payment of money due from the Council shall be by cheque or other order drawn on the Council's Bankers.

7.2 Before payment of accounts is made the Clerk should be satisfied that the goods have been received, are in accordance with the specification, that the account is correctly made out and that the relevant expenditure has been properly incurred.

7.3 The payment of all salaries, wages and other emoluments shall be made by the Clerk concerning national pay awards and other information likely to have a bearing on individual members of staff conditions of service.

7.4 The Clerk is responsible for keeping all payments of salary and wages information fully up-to-date, including information on superannuation, income tax, national insurance and the like.

## **8 Insurances**

8.1 The Parish Clerk shall effect all insurance cover and negotiate all claims.

8.2 A comprehensive record of all insurances effected by the Council and the property and risks covered thereby shall be maintained by the Clerk and this reviewed annually.

## **9 Investments, borrowings and trust funds**

9.1 All investments of money under the control of the Council shall be in the name of the Council and made under arrangements approved by the Council.

9.2 All borrowings shall be effected in the name of the Council.

## **10 Internal audit**

10.1 In accordance with approved Best Practice and the requirements of the Accounts and Audit Regulations 1996 and subsequent legislation, the Parish Council adopts a policy of programmed Internal Audit. Responsibility rests with the Chairman of the Finance and Administration Committee supported, as appropriate, by other nominated persons and the Parish Clerk.

## **11 Revision of financial regulations**

11.1 It shall be the duty of the Finance & Administration Committee to review the Financial Regulations of the Council from time to time and, after consultation with any other committees concerned, to make such recommendations to the Parish Council.

## **12. Scheme of delegation**

### **Clerk to be delegated :**

– with agreement of Chairman or Vice Chair

12.1 To attend one SLCC regional training day, one SALC networking day per year.

12.2 To order basic stationery – individual limit of £100 per item within annual budget limits.

12.3 To instruct handyman to purchase basic materials with individual item limit of £100 within budget limits.

12.4 To purchase publications to an annual limit of £300

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12.5 To order supplies for John Pears cleaning with limit of £300 per order

ADOPTED

Amended 5.04.11

1.02.2011