

Community Way  
Croxley Green  
Rickmansworth  
Herts  
WD3 3BN

Tel: 01923 710250

Email: [info@croxleygreen-pc.gov.uk](mailto:info@croxleygreen-pc.gov.uk)

Web: [www.croxleygreen-pc.gov.uk](http://www.croxleygreen-pc.gov.uk)

# Standing Orders

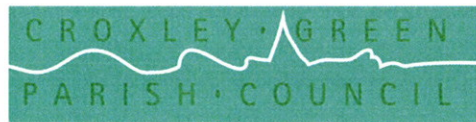
## 2011 Edition

*(Minute CC976/11 29 September 2011)*

Note: A paragraph or sub-paragraph printed in bold indicates that the item is a Statutory requirement, in whole or in part, and may not be suspended or amended in respect of the Statutory requirements.

## Amendment Log

	<b>Amendment</b>	<b>Section</b>	<b>Date</b>
Edition 2003	Financial Regulations added	New supplementary pages 1 – 5 added	30/10/2003
Edition 2003	Adoption of new Code of Conduct for Councillors	SO 22 (f) – revised date 28 June 2007 inserted	28/06/2007
Edition 2010	Functions of Finance & Admin Committee updated	<ul style="list-style-type: none"><li>• SO 38(f)(i) – new sub paras (a) to (m) added.</li><li>• Pages renumbered to include Financial Regulations (pages 1-21).</li><li>• Amendment log introduced.</li></ul>	26/11/2009
Edition 2011	Full Revision (incorporating Model SO's dated March 2010)	All	29/09/11 (CC976/11)



## Standing Orders

### 1. Title and Area

The Council shall be called the Croxley Green Parish Council and operate in the area specified in the Statutory Order setting up the Parish Council or in any subsequent amendment.

### 2. Functions

The functions of the Council shall be:

- 2.1. To exercise such powers and duties as are laid upon it by these rules.
- 2.2. To exercise such powers and duties as are laid upon it by statute.
- 2.3. To exercise such powers and duties as are laid upon it by delegation from the Hertfordshire County Council or Three Rivers District Council.
- 2.4. To protect, enhance and promote the environment of the area of the Parish Council.
- 2.5. To protect, enhance and promote the collective interests and well-being of the residents of the Parish of Croxley Green.
- 2.6. To make representations to Three Rivers District Council, Hertfordshire County Council, and any other Statutory Body or Public Utility on matters affecting the residents of Croxley Green Parish.
- 2.7. To stimulate and foster support for approved policies of the Council.

### 3. Mission Statement:

"The Parish Council is committed to promoting pride in Croxley Green by focusing on its people, community ideals, environment and the economy"

#### **The Council's Corporate Objectives are :**

- To encourage residents to express their views, aspirations, expectations and concerns about Croxley Green;
- To facilitate taking forward residents ideas in partnership with others as appropriate;
- To provide a professional, economic and effective service;
- To enable, assist and encourage other local organisations and agencies to provide, develop and extend their services;

- To encourage local businesses;
- To promote and represent the best interests of Croxley Green;
- To encourage the provision of recreational facilities within Croxley;
- To enhance the use of the natural environment available within the Parish.

#### 4. Constitution

4.1. **The Council shall consist of:**

4.1.1. **16 Members elected by the electors of the Parish of Croxley Green or such other number as may be specified by the District Council which shall not be less than five.**

4.1.2. **Such co-opted Members as the Council may determine.**

4.2. **For the purposes of the election referred to in 4.1.1 above the area of the Council shall be divided into three wards each electing Members as specified below:**

**North Ward: Five Members**

**Croxley Green Ward: Six Members**

**South Ward: Five Members**

4.3. **All Councillors shall retire together in every ordinary year of election of such Councillors on the fourth day after the ordinary day of election of such Councillors and the newly elected Councillors shall come into office on the day on which their predecessors retire.**

#### 5. Meetings

5.1. Meetings of the Council shall be held at the Parish Council Offices, Community Way, Croxley Green commencing at 8.00pm unless otherwise stated.

5.2. **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.**

5.3. **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, 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 shall not count.**

5.4. **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.**

5.5. Subject to standing order 5.4 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.

- 5.6. The period of time which is designated for public participation in accordance with standing order 5.5 above shall not exceed 10 minutes or as determined by the Chairman.
- 5.7. Subject to standing order 5.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes or as determined by the Chairman.
- 5.8. In accordance with standing order 5.5 above a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 5.9. In accordance with standing order 5.8 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 5.10. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 5.11. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- 5.12. Any person speaking at a meeting shall address his comments to the Chairman.
- 5.13. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- 5.14. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**
- 5.15. **In accordance with standing order 5.4 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.**
- 5.16. **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).**
- 5.17. **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.**
- 5.18. **Subject to model standing order 5.26 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- 5.19. **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 gave an original vote. (See also standing orders 6.8 below and 6.9 below.)**
- 5.20. **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.

- 5.21. **The minutes of a meeting shall record the names of councillors present and absent.**
- 5.22. 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.
- 5.23. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- 5.24. **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 11 below and 12 below.)**
- 5.25. **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.**
- 5.26. **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.
- 5.27. Meetings shall not exceed a period of two and a half hours.

## **6. Ordinary Council meetings**

*See also standing order 5 above*

- 6.1. **In an election year, the annual general meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.** Usually this would be the second Thursday in May.
- 6.2. **In a year which is not an election year, the annual general meeting of a Council shall be held on such day in May as the Council may direct.** Usually this would be the second Thursday in May of each year.
- 6.3. **If no other time is fixed, the annual general meeting of the Council shall take place at 6pm.** All Council meetings commence at 8pm unless specified differently on the Notice of Meetings/Agenda – see Standing Order 5.1 above.
- 6.4. **In addition to the annual general meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.** Usually Ordinary meetings of the Council will be held on the last Thursday of each month (except May and August).
- 6.5. **The election of the Chairman and Vice Chairman of the Council shall be the first business completed at the annual general meeting of the Council.**
- 6.6. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual general meeting until his successor is elected at the next annual meeting of the Council.**
- 6.7. **The Vice Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual general meeting of the Council.**

- 6.8. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the 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.**
- 6.9. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- 6.10. Following the election of the Chairman of the Council and Vice Chairman (if any) of the Council at the annual general meeting of the Council, the order of business shall be as follows.
- 6.10.1. In an election year, delivery by councillors of their declarations of acceptance of office.
  - 6.10.2. 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.
  - 6.10.3. Review of delegation arrangements to committees, subcommittees, employees and other local authorities.
  - 6.10.4. Review of the terms of references for committees.
  - 6.10.5. Receipt of nominations to existing committees.
  - 6.10.6. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - 6.10.7. Review and adoption of appropriate standing orders and financial regulations.
  - 6.10.8. Review of Direct Debit and other bank order authorisations.
  - 6.10.9. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
  - 6.10.10. Review of representation on or work with external bodies and arrangements for reporting back.
  - 6.10.11. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual general meeting, to review and make arrangements to reaffirm eligibility.
  - 6.10.12. Review of inventory of land and assets including buildings and office equipment.
  - 6.10.13. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
  - 6.10.14. Review of the Council's and/or employees' memberships of other bodies.
  - 6.10.15. Establishing or reviewing the Council's complaints procedure.
  - 6.10.16. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

- 6.10.17. Establishing or reviewing the Council's policy for dealing with the press/media
- 6.10.18. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

## 7. Proper Officer

- 7.1. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) 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.
- 7.2. The Council's Proper Officer shall do the following.
  - 7.2.1. 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, electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a subcommittee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - 7.2.2. **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 or a subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - 7.2.3. Subject to standing orders 8.1-8.5 below, include in the agenda all motions in the order received unless a councillor has given written notice at least five clear days before the meeting confirming his withdrawal of it.
  - 7.2.4. **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 7.2.1 above.**
  - 7.2.5. Make available for inspection the minutes of meetings.
  - 7.2.6. **Receive and retain copies of byelaws made by other local authorities.**
  - 7.2.7. **Receive and retain declarations of acceptance of office from councillors.**
  - 7.2.8. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - 7.2.9. Keep proper records required before and after meetings;
  - 7.2.10. 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.
  - 7.2.11. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - 7.2.12. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - 7.2.13. Arrange for legal deeds to be signed by 2 councillors and witnessed. *(See also standing orders 18.1 below and 18.2 below.*

- 7.2.14. 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.
- 7.2.15. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 7.2.16. Refer a planning application received by the Council to the Chairman or in his absence Vice Chairman of the Planning and Development 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 Committee.
- 7.2.17. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- 7.2.18. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## **8. Motions requiring written notice**

- 8.1. In accordance with standing order 7.2.3 above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least five clear days before the next meeting.
  - 8.1.1. The motion shall be accompanied by a supporting paper in a form prescribed by the Proper Officer to clearly set out the matter to be discussed and the action required.
  - 8.1.2. A motion may be submitted by any Member.
- 8.2. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 8.1 above and 8.1.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 8.3. If the Proper Officer considers the wording of a motion received in accordance with standing order 8.1 above and 8.1.1 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least five clear days before the meeting.
- 8.4. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 8.5. Having consulted the Chairman or councillors pursuant to standing 8.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 8.6. Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- 8.7. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

- 8.8. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents

## 9. Motions not requiring written notice

- 9.1. Motions in respect of the following matters may be moved without written notice.
- 9.1.1. To appoint a person to preside at a meeting.
  - 9.1.2. To approve the absences of councillors.
  - 9.1.3. To approve the accuracy of the minutes of the previous meeting.
  - 9.1.4. To correct an inaccuracy in the minutes of the previous meeting.
  - 9.1.5. To dispose of business, if any, remaining from the last meeting.
  - 9.1.6. To alter the order of business on the agenda for reasons of urgency or expedience.
  - 9.1.7. To proceed to the next business on the agenda.
  - 9.1.8. To close or adjourn debate.
  - 9.1.9. To refer by formal delegation a matter to a committee or to a subcommittee or an employee.
  - 9.1.10. To appoint a committee or subcommittee or any councillors (including substitutes) thereto.
  - 9.1.11. To receive nominations to a committee or subcommittee.
  - 9.1.12. To dissolve a committee or subcommittee.
  - 9.1.13. To note the minutes of a meeting of a committee or subcommittee.
  - 9.1.14. To consider a report and/or recommendations made by a committee or a subcommittee or an employee.
  - 9.1.15. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - 9.1.16. To authorise legal deeds signed by two councillors and witnessed.  
*(See standing orders 18.1 below and 18.2 below.)*
  - 9.1.17. To authorise the payment of monies up to £10,000.
  - 9.1.18. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - 9.1.19. To extend the time limit for speeches.
  - 9.1.20. To exclude the press and public for all or part of a meeting.
  - 9.1.21. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - 9.1.22. To give the consent of the Council if such consent is required by standing orders.
  - 9.1.23. **To suspend any standing order except those which are mandatory by law.**
  - 9.1.24. To adjourn the meeting.
  - 9.1.25. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - 9.1.26. To answer questions from councillors.

- 9.2. If a motion falls within the terms of reference of a committee or subcommittee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or subcommittee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **10. Rules of debate**

- 10.1. 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.
- 10.2. Subject to standing orders 8.1 above - 8.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 10.3. Subject to standing order 7.2.3 above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- 10.3.1. a motion may be submitted by any Member and non Committee Members have all the same rights as Committee Members with the exception of being able to vote.
- 10.4. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- 10.5. A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 10.6. Any amendment to a motion shall be either:
- 10.6.1. to leave out words;
- 10.6.2. to add words;
- 10.6.3. to leave out words and add other words.
- 10.7. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 10.8. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 10.9. Subject to Standing Order 10.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- 10.10. Pursuant to standing order 10.8 above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- 10.11. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- 10.12. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- 10.13. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- 10.14. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 10.15. Subject to standing orders 10.13 above and 10.14 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- 10.16. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 10.17. A point of order shall be decided by the Chairman and his decision shall be final.
- 10.18. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 10.19. Subject to standing order 10.15 above, when a councillor's motion is under debate no other motion shall be moved except:
- 10.19.1. to amend the motion;
  - 10.19.2. to proceed to the next business;
  - 10.19.3. to adjourn the debate;
  - 10.19.4. to put the motion to a vote;
  - 10.19.5. to ask a person to be silent or for him to leave the meeting;
  - 10.19.6. to refer a motion to a committee or subcommittee for consideration;
  - 10.19.7. to exclude the public and press;
  - 10.19.8. to adjourn the meeting;
  - 10.19.9. to suspend any standing order, except those which are mandatory.
- 10.20. In respect of standing order 10.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **11. Code of conduct (England)**

*See also model standing orders 5.5 above - 5.10 above.*

- 11.1. **All councillors shall observe the code of conduct adopted by the Council.**
- 11.2. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- 11.3. **If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the**

**Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 11.4 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**

- 11.4. **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.**

## **12. Questions**

- 12.1. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.
- 12.2. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 12.3. Every question shall be put and answered without discussion.

## **13. Minutes**

- 13.1. If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 13.2. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 9.1.4 above.
- 13.3. 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.
- 13.4. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The Chairman of this meeting does not believe that the minutes of the meeting of the [name of meeting] held on [date] in respect of (...) were a correct record but his view was not upheld by the majority of the [name of meeting] and the minutes are confirmed as an accurate record of the proceedings."
- 13.5. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## **14. Disorderly conduct**

- 14.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 14.2. If, in the opinion of the Chairman, there has been a breach of standing order 14.1 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.

- 14.3. If a resolution made in accordance with standing order 14.2 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.

## **15. Rescission of previous resolutions**

- 15.1. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either 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.
- 15.2. When a special motion or any other motion moved pursuant to standing order 15.1 above has been disposed of, no similar motion may be moved within a further 6 months.

## **16. Voting on appointments**

- 16.1. Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

## **17. Expenditure**

- 17.1. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 17.2. **The Council's financial regulations shall be reviewed once a year.**
- 17.3. **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, subcommittee or to an employee.**

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

*See also standing order 9.1.16 above*

- 18.1. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2. **In accordance with a resolution made under standing order 18.1 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.**

## **19. Committees**

*See also standing order 5 above and 10.3.1 above*

- 19.1. The Council may, at its annual general meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
- 19.1.1. shall determine their terms of reference;
- 19.1.2. may permit committees to determine the dates of their meetings;
- 19.1.3. 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 general meeting;
- 19.1.4. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer five working days before the meeting that they are unable to attend;
  - 19.1.5. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 19.1.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - 19.1.6. may in accordance with standing orders, dissolve a committee at any time.
- 19.2. The Council shall at the annual general meeting appoint the following Standing Committees:
- 19.2.1. Finance and Administration Committee
  - 19.2.2. Staffing Committee
  - 19.2.3. Planning and Development Committee
  - 19.2.4. Environment and Amenity Committee
- 19.3. The Chairman and Vice-Chairman of the Council shall be Members of every Committee.
- 19.4. Membership of the Planning and Development Committee and the Environment and Amenity Committee shall consist of seven Members of the Council excluding the Chairman and Vice-Chairman.
- 19.5. Membership of the Finance and Administration Committee shall consist of the Chairman and Vice-Chairman of the Council, Chairman and Vice-Chairman of the other Standing Committees plus the Chairman of any other Committee appointed by the Council excluding the Staffing Committee.
- 19.6. Membership of the Staffing Committee shall consist of the Chairman and the Vice Chairman of the Council and two other Members.
- 19.7. The Staffing Committee is an internal confidential sub-committee of the Finance and Administration Committee and is not open to the press or to the public and any Minutes from the Committee will not be placed in the public domain. The Staffing Committee shall report directly to the Finance and Administration Committee.
- 19.8. The quorum of any Committee will be one third of the membership or three, whichever is the greater
- 19.9. Notwithstanding the requirement of standing order 19.8 above, the quorum of the Planning and Development Committee may be two Members only, insofar as the lesser quorum shall only be enabled to deal with minor planning applications and directly related planning matters requiring an urgent decision. Should there be disagreement on a matter considered by a reduced quorum, the matter shall be referred to full Council or a future meeting with a full quorum.
- 19.10. The Council may appoint the Chairman and Vice-Chairman of the Standing Committees at the annual general meeting. In the event that the Council fails to exercise this option in whole or in part the Committees shall, at their annual general meeting, elect a Chairman and/or Vice-Chairman as necessary and a Member to act as Committee Clerk in the absence of the Proper Officer.
- 19.11. The functions of each Standing Committee shall be to consider, advise and recommend policy and administer matters referred to it by the Council. The area of

policy allocated to each Committee is set out in Appendix 1 which forms part of these Standing Orders.

- 19.12. Committees of the Council unless otherwise agreed will meet as follows:
- 19.12.1. Environment and Amenity - First Tuesday of month
  - 19.12.2. Planning and Development - First and third Wednesday of month
  - 19.12.3. Finance and Administration - Second Thursday of month
  - 19.12.4. HR – as determined from time to time.

## **20. Subcommittees**

*See also standing order 5 above*

- 20.1. Unless there is a Council resolution to the contrary, every committee may appoint a subcommittee whose terms of reference and members shall be determined by resolution of the committee.

## **21. Extraordinary meetings**

*See also standing order 5 above*

- 21.1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- 21.2. **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.**
- 21.3. The Chairman of a committee (or a subcommittee) may convene an extraordinary meeting of the committee or subcommittee at any time.
- 21.4. If the Chairman of a committee (or a subcommittee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a subcommittee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

## **22. Advisory committees**

*See also standing order 5 above*

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

## **23. Accounts and Financial Statement**

- 23.1. 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.
- 23.2. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or 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.

## **24. Estimates/precepts**

- 24.1. **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- 24.2. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## **25. Canvassing of and recommendations by councillors**

- 25.1. Canvassing councillors or the members of a committee or subcommittee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- 25.2. A councillor or a member of a committee or subcommittee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 25.3. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **26. Inspection of documents**

- 26.1. 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 subcommittee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or subcommittees shall be available for inspection by councillors.

## **27. Unauthorised activities**

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

## **28. Confidential business**

- 28.1. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- 28.2. A councillor in breach of the provisions of standing order 28.1 above may be removed from a committee or a subcommittee by a resolution of the Council.

## **29. Power of wellbeing (England)**

- 29.1. **Before exercising the power to promote wellbeing, 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.**
- 29.2. **The Council's period of eligibility begins on the date that the resolution under standing order 29.1 above was made and expires on the day before the annual general meeting of the Council that takes place in a year of ordinary elections.**
- 29.3. **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote wellbeing which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 30.2 below.**

## **30. Matters affecting council employees**

- 30.1. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 5.4 above.
- 30.2. Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of Staffing Committee or, in his absence, the Vice Chairman of Staffing Committee of any absence occasioned by illness or urgency and that person shall report such absence to the staffing committee at its next meeting.
- 30.3. The Chairman of the Staffing Committee or in his absence, the Vice Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Proper Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Staffing Committee.
- 30.4. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staffing Committee or in his absence, the Vice Chairman 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.
- 30.5. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice Chairman 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.
- 30.6. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- 30.7. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- 30.8. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- 30.9. Only persons with line management responsibilities shall have access to employee records referred to in standing orders 30.7 above and 30.8 above if so justified.

- 30.10. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 30.7 above and 30.8 above shall be provided only to the Proper Officer and/or the Chairman of the Council or in the absence of the Chairman the Vice Chairman.

### **31. Freedom of Information Act 2000**

- 31.1. 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.
- 31.2. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Finance and Administration Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 7.2.10 above.

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

- 32.1. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- 32.2. In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

### **33. Liaison with District and County or Unitary Councillors**

- 33.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- 33.2. Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

### **34. Financial matters**

*See also Financial Regulations*

- 34.1. 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:
- 34.1.1. the accounting records and systems of internal control;
  - 34.1.2. the assessment and management of financial risks faced by the Council;
  - 34.1.3. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - 34.1.4. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
  - 34.1.5. procurement policies (subject to standing order 34.2 below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

- 34.2. **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 34.3 below.**
- 34.3. Any formal tender process shall comprise the following steps:
- 34.3.1. a public notice of intention to place a contract to be placed in a local newspaper and/or in other appropriate media;
  - 34.3.2. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - 34.3.3. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - 34.3.4. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - 34.3.5. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 34.4. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- 34.5. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

### **35. Allegations of breaches of the code of conduct**

- 35.1. On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Staffing Committee.
- 35.2. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Staffing Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- 35.3. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- 35.4. The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Staffing Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
- 35.4.1. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - 35.4.2. Ensure that any background papers containing the information set out in standing order 35.1 above are not made public.
  - 35.4.3. Ensure that the public and press are excluded from meetings as appropriate.

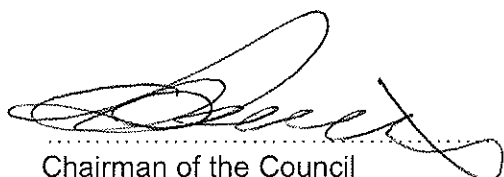
- 35.4.4. Ensure that the minutes of meetings preserve confidentiality.
- 35.4.5. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- 35.5. Standing order 35.4 above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Staffing Committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- 35.6. The Staffing Committee shall have the power to:
  - 35.6.1. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - 35.6.2. seek and share information relevant to the complaint;
  - 35.6.3. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- 35.7. References in standing order 35 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

### **36. Variation, revocation and suspension of standing orders**

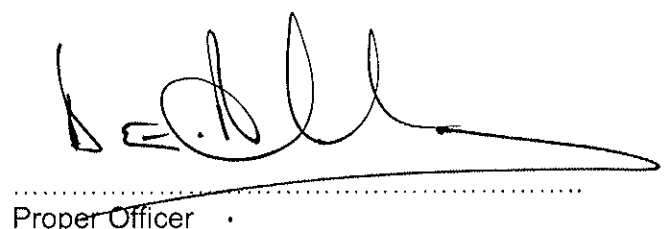
- 36.1. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- 36.2. A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 Councillors.

### **37. Standing orders to be given to councillors**

- 37.1. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- 37.2. The Chairman's decision as to the application of standing orders at meetings shall be final.
- 37.3. A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.



.....  
Chairman of the Council



.....  
Proper Officer

## **Financial Regulations**

### **1 General**

- 1.1 The Financial and Administrative year of the Council shall be in the period commencing on the first day of April and ending on the thirty-first day of March in the following year
- 1.2 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.3 The Responsible Finance Officer under the policy direction of the Finance and Administration Committee shall be responsible for the proper administration of the Council's financial affairs.
- 1.4 The Responsible Finance Officer shall be responsible for the production of financial management information.

### **2 Annual Estimates**

- 2.1 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared during the budget round each year under the supervision of the Responsible Finance Officer.
- 2.2 Each Committee shall formulate and submit proposals to the Finance and Administration Committee in respect of revenue services and capital projects for the inclusion in the rolling capital programme to enable them to be considered at the December meeting of that Committee.
- 2.3 The Finance and Administration Committee shall review the estimates and submit them to the Council not later than the end of January in each year and shall recommend the precept to be levied for the ensuing financial year. The Responsible Finance Officer shall supply each member with a copy of the approved estimates.
- 2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

### **3 Budgetary Control**

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved Committee budget in accordance with the provisions set out herein.
- 3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the Finance and Administration Committee or the Parish Council.
- 3.3 The Responsible Finance Officer shall, on a quarterly basis, regularly provide the Finance and Administration Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.4 The Responsible Finance Officer in consultation with the Chairman of the relevant Committee, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £4,000 or in the case of employment costs only a limit of £10,000. The Responsible Finance Officer shall report the action to the appropriate Committee as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within that Committee's

approved budget, it shall be funded from the General Reserve Fund subject to Council approval on the recommendation of the Finance and Administration Committee.

- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year without the approval of the Parish Council.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on the capital account unless the Committee concerned is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### **4 Accounting and Audit**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the Responsible Finance Officer as required by the Accounts and Audit Regulations 1996.
- 4.2 The Responsible Finance Officer shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Finance and Administration Committee.
- 4.3 The following principles shall be observed in connection with accounting duties.
  - 4.3.1 The duty of providing information, calculating, checking and recording sums due to, or from the Council, should be separated as completely as possible from the duty of collecting or dispersing them.
  - 4.3.2 Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.
- 4.4 The Responsible Finance Officer shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 1996. Any Office or Member of the Council, shall, if the Responsible Finance Officer requires, make available such documents of the Council which relate to their accounting and other records as appear to the Responsible Finance Officer to be necessary for the purpose of the audit and shall supply the Responsible Finance Officer with such information and explanation as the Responsible Finance Officer considers necessary for that purpose.

#### **5 Banking Arrangements and Cheques**

- 5.1 The Council's banking arrangements shall be made by the Responsible Finance Officer and approved by the Finance and Administration Committee.
- 5.2 A schedule of the payments of money shall be prepared on a monthly basis by the Responsible Finance Officer and together with the relevant invoices etc presented to the Finance and Administration Committee. If the schedule is in order it shall be approved by the Finance and Administration Committee and signed by two Members of that Committee. Once approved, the schedule of payments will be approved retrospectively by the Parish Council at its monthly meeting.
- 5.3 Cheques drawn on the current bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two authorised Members and the Responsible Finance Officer.

## **6 Payment of Accounts**

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Responsible Finance Officer. Before certifying an invoice the Responsible Finance Officer shall satisfy himself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The Responsible Finance Officer will examine invoices in relation to arithmetical accuracy and authorisation. The Responsible Finance Officer will take all possible steps to settle all invoices submitted, and which are in order, within 30 days of the end of the month of the date of the invoice.
- 6.4 All paid invoices will then be entered onto the cashbook, as will all income.

## **7 Payment of Salaries, Wages, PAYE, NI and Pension Contributions**

- 7.1 The Council's payroll is outsourced to Northgate Arinso via Watford Borough Council and the Council pays its total employment costs to Watford Borough Council.
- 7.2 The payment of all salaries, wages, PAYE, NI and pension contributions shall be made by the Responsible Finance Officer by means of a BACS Release Form to Northgate Arinso the detail of which is presented to the Finance and Administration Committee each month.
- 7.3 A cheque payable to "Watford Borough Council" covering the Council's total employment costs is authorised at the Finance and Administration Committee.

## **8 Loans and Investments**

- 8.1 All loans and investments shall be negotiated by the Responsible Finance Officer in the name of the Council, recommended for adoption by resolution of the Finance and Administration Committee and approved by the Parish Council.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings shall be effected in the name of the Council.
- 8.4 All investment certificates and other documents relating thereto shall be retained under 'safe custody' arrangements made by the Responsible Finance Officer.

## **9 Income**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Responsible Finance Officer.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Responsible Finance Officer and the Responsible Finance Officer shall be ultimately responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, in the light of a report submitted by the Responsible Finance Officer.
- 9.4 Any bad debts shall be reported to the Finance and Administration Committee.
- 9.5 All sums received on behalf of the Council shall either be passed to the Responsible Finance Officer for banking. In all cases all receipts shall be deposited with the Council's bankers with such frequency as the Responsible Finance Officer considers necessary.

9.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying in slip.

## 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 issued shall be maintained.

10.2 Order books shall be controlled by the Responsible Finance Officer.

10.3 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

## 11 **Contracts**

11.1 Procedures as to contracts are laid down in the Council's Standing Order 34 above and in addition:-

(a) Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the Parish Council or in an emergency by such a Committee as aforesaid provided that these standing orders shall not apply to contracts which relate to items (i) to (v) below:

(i) For the supply of gas, electricity, fuel, 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 goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.

## 12 **Payments Under Contracts for Building or Other Construction Work**

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Responsible Finance Officer upon authorised certificates of the architect or other consultants engaged to supervise the contract.

12.2 Where contracts provide for payment by instalments the Responsible Finance Officer shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, submitted to the appropriate Committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Responsible Finance Officer in writing, the appropriate Committee being informed where the final cost likely to exceed the financial provision.

### 13 Stores and Equipment

- 13.1 The Rangers shall be responsible for the care and custody of stores and equipment in the Council Depot with overall responsibility resting with the Proper Officer of the Council.
- 13.2 Delivery notes must be obtained in respect of all goods received into the Depot and goods must be checked as regard quality at the time delivery is made.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational needs.
- 13.4 The Responsible Finance Officer shall be responsible for an annual check of all stocks and stores.

### 14 Properties and Estates


- 14.1 The Responsible Finance Officer shall make appropriate arrangements for the custody of all title deeds of by the Council. The Responsible Finance Officer shall ensure a record is maintained of all properties owned 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 regulation 4(3) of the Accounts and Audit Regulations 1996.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council and other consents required by law, save where the estimated value of any one item does not exceed £500.

### 15 Insurance

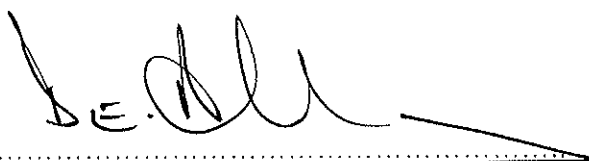
- 15.1 The Responsible Finance Officer shall effect all insurance's and negotiate all claims on the Council's insurers.
- 15.2 The Responsible Finance Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The Responsible Finance Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

### 16 Revision of Financial Regulations

- 16.1 It shall be the duty of the Finance and Administration Committee to review the financial regulations of the Council from time to time and to make such recommendations to the Parish Council as the Committee considers are required.



Chairman of the Council



Responsible Finance Officer

## **Terms of Reference of Standing Committees**

The functions of each Standing Committee shall be to consider, advise and recommend policy and administer matters referred to it by the Council. The areas of policy allocated to each Committee shall include the following.

### **Finance and Administration**

- a. To advise the Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives.
- b. Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- c. To consider and make recommendations to the Council on the policies of all Committees and, where appropriate, to make recommendations thereon to the Council.
- d. To consider and make recommendations on any matters referred to it by the Council or other Committees.
- e. To consider and submit to the Council budget proposals for each financial year after considering proposals submitted by other Committees.
- f. To consider all matters relating to property owned by the Council.
- g. To consider and make recommendations to the Council on policy in respect of asset replacement.
- h. To consider and advise on write off irrecoverable monies
- i. To consider and make recommendations to the Council concerning any proposed expenditure or reduction in income for which no provision has been made in the approved budgets.
- j. To consider and advise on all matters relating to Council personnel.
- k. To deal with any matter not specifically allocated to another Committee.
- l. To consider and make recommendations to the Council on policy in respect of Police Community Support Officers within Croxley Green.
- m. To approve the payment of Accounts and to monitor the level of income/expenditure.

### **Staffing Committee**

- a. Recruitment of Proper Officer, Responsible Finance Officer and other staff as required.
- b. Recruitment and selection procedures.
- c. To undertake the Proper Officer's appraisal and review staff appraisal and development
- d. Review of staff contracts, grievance and discipline policies every two years
- e. Review of staff and accommodation requirements.
- f. Review the management of rights relation to leave, time off and illness.
- g. To ensure that the Proper Officer has everything required for managing other staff.
- h. To oversee the health and safety of all staff and review risk assessments.

- i. By input from the Proper Officer, to be kept up to date with developments in employment law.
- j. The Staffing Committee will serve as the disciplinary or grievance panel for staff and Councillors.
- k. To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance.
- l. Review of updates to the Staff Manual.
- m. Oversee the implementation and co-ordination of a Councillor training programme.
- n. Consider all other matter relating to the employment of staff within the Council.
- o. Undertake sample auditing of office functions.

### **Planning and Development**

- Town Planning:
  - a. Considers and comments upon planning applications submitted to the District Council
  - b. Reviews decisions made by the District Council on planning applications
  - c. Responds to any consultation documents on planning matters
- Public Transport
- Road Safety
- Village Appraisal
- Sign Posting.

### **Environment and Amenity**

- Playing Fields
- The Green
- Open Space and Trees
- Leisure Activities
- Landscaping Proposals
- Footpath Maintenance
- Litter, Conservation and Recycling
- War Memorials.