

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT United Reformed Church Hall, Fore Street, Wellington TA21 8AG on
Monday 6th June 2022 at 6.15pm**

PRESENT: Councillors M Lithgow (Chair), N Powell-Brace, K Wheatley, A Govier, C Govier, S Booker, K Canham, M McGuffie, M Barr, Zoe Barr, J Thorne, W Battishill, J Lloyd.

David Farrow (Town Clerk)
Annette Kirk (Deputy Clerk)
Alice Kendall (Deputy RFO & Assistant Clerk)
Rebecca Hunt (Admin Assistant)
Kieran Reeves - Planning Officer - Somerset West & Taunton District Council

4 members of the public

54. APOLOGIES

Apologies were received and accepted from Councillors C Booth who arrived part way through the meeting.

55. DECLARATIONS OF INTEREST

Councillor Thorne declared a personal interest in Agenda Item 6(f) Case Ref: 43/22/0043 as he has a personal friend whose garden borders the application site.

Councillor Lithgow declared an interest as a member of Somerset West and Taunton Council's Planning Committee and therefore reserved the right to vote differently at SWT's Planning Committee meeting as different facts could be placed before him.

Councillors J Lloyd and A Govier declared an interest as substitute members for SWT's Planning Committee, reserving the right to vote differently if attending SWT's Planning Committee meeting should different facts be placed before them.

56. PUBLIC PARTICIPATION

There was no public participation

57. LONGFORTH MASTERPLAN

Chris Winter of West of England Developments made a presentation to the Council regarding the schemes they are proposing. They hope to put in two outline planning applications for their Railway and Commercial Scheme together with the Residential Scheme by the end of September. A copy of the plan presented to councillors was circulated after the meeting.

58. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/22/0028** Proposal: Conversion of garage into habitable accommodation with erection of extension to the side and rear at 32 Prices Avenue, Wellington (resubmission of 43/21/0041)

RESOLVED to Approve the application as recommended by the Planning Officer's report

59. TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:

- a) **Case Ref: 43/22/0047/A** Proposal: Display of 1 No internally illuminated flagpole, 2 No. internally illuminated fascia signs, 3 No. externally illuminated large wall mounted billboards, 2 No. externally illuminated small wall mounted, 1 No. non-illuminated trolley bay sign and 1 No. internally illuminated freestanding poster display unit on land immediately to the north west of the Nynehead Road/Taunton Road/Torres Vedras Roundabout, Wellington.

RECOMMENDED that this application be approved, on condition the following comments are taken into consideration.

- The flag pole was not necessary as it will felt it would be excessive and intrusive to the street scene. We should be protecting the entry into Wellington and retain its character.

At this juncture, Councillor C Booth joined the meeting.

- b) **Case Ref: 43/22/0008/LB** Proposal: Replacement of 1 No. window to the side and 3 No. windows to the rear of 31 Rockwell Green, Wellington
- c) **Case Ref: 43/22/0007** Proposal: Replacement of 1 No. window to the side and 3 No. windows to the rear of 31 Rockwell Green, Wellington

RECOMMENDED that both Case Ref: 43/22/0008/LB and Case Ref: 43/22/0007 applications be approved.

- d) **Case Ref: 43/22/0036/CMA** Proposal: Application for Prior Approval for the proposed change of use of the first and second floors from office use (Class B1(a)) to 3 No. residential units (Class C3) at 21A Fore Street, Wellington.

RECOMMENDED that this application be approved. The Council are in support of more homes coming into the town centre. The applicants to ensure flat sizes meet the minimum national space standards for dwellings.

- e) **Case Ref: 43/22/0053/A** Proposal: Display of 1 No. externally illuminated fascia sign and 8 No. non-illuminated fascia signs at Westpark 27, Chelston.

RECOMMENDED that this application be approved, on condition the following comments are taking into consideration:

- The Council felt there was an excessive number of signs.
- Illuminated sign not needed as not visible from main road

- f) **Case Ref: 43/22/0043** Proposal: Change of use of garden storage/office building to a dog grooming salon at 45 Rockwell Green, Wellington (retention of works already undertaken).

RECOMMENDED that this application be approved. The Council felt as there are more dogs, there is a demand for this service.

60. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2022 PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/22/0032/T	Application to carry out management works to one Ash tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2008 at	1 Shute Row, South Street, Wellington (TD1047)		Split Decision
43/22/0010	Installation of 5 No. EV bays with associated infrastructure at	Wellington Service Station, Westpark 26, Chelston, Wellington	Approval	Approved
43/22/0016	Erection of a single storey extension to the side and front of	33 Sylvan Road, Wellington	Approval	Approved
43/22/0020	Replacement of conservatory with the erection of a two storey extension to the side of	10 Oldway Park, Wellington	Approval	Approved

Wellington Town Council Planning Meeting 6th June 2022

43/22/0023	Erection of a single storey extension to the rear of	182 Barn Meads Road, Wellington	Approval	Approved
43/22/0050/NMA	Application for a Non-Material Amendment to application 43/21/0092 to amend the location and size of the larger vehicle door and the location of the adjacent personnel door at	Westpark 26, Chelston, Wellington		Approved

The meeting ended at 6.55pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 6 JUNE 2022

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 6 JUNE 2022 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, W Battishill, S Booker, C Booth, K Canham, A. Govier, C. Govier, R Henley, J Lloyd, M McGuffie, J Thorne, N Powell-Brace, K Wheatley

David Farrow (Town Clerk), Annette Kirk (Deputy Town Clerk), Alice Kendall (Deputy Responsible Financial Officer), and Rebecca Hunt (Administrative Assistant)

Two members of the public were present.

61. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

62. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

All councillors were present.

63. DECLARATIONS OF INTEREST

No declarations were made in addition to the standing interests listed at the end of these minutes.

64. MINUTES

Councillor Thorne questioned the accuracy of the Annual Meeting minutes in relation to items 7.2 (d) and (f). He considered that the Council had resolved that an increase in the number of members of the Policy and Resources and Town Centre Committees should be considered by each committee when they reviewed their Terms of Reference. The Clerk stated that he was content that the minutes accurately reflected what was resolved at the Annual Meeting. After some discussion it was **RESOLVED** to approve the minutes of the Annual Meeting and Planning Meeting held on the 16 May 2022 as written.

65. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two representatives of the Wellington Action Group for Dogs spoke asking the Council to consider using additional powers to deal with dog walkers who did not carry bags with them to dispose of faeces. The Clerk will invite them to a future meeting of the Environment and Open Spaces Committee to discuss this.

66. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Dan Bishop was unable to attend the meeting. His report had been circulated in advance of the meeting. Councillor Thorne raised a concern that not enough had been done to reassure the community following an alleged arm robbery at a local petrol station. The Clerk will raise this with Sergeant Bishop.

67. TO RECEIVE A REPORT FROM THE MAYOR

Details of the Mayor's engagements since the Annual Meeting had been circulated by e-mail before the meeting. In response to concerns raised by Councillor M Barr the Mayor explained that he circulated his report late to ensure that all engagements were included and that he would continue to do this.

68. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk reported on the great success of the Platinum Jubilee Celebrations and paid tribute to the hard work and commitment of the Council staff that had made it such a success. The Mayor added

WELLINGTON TOWN COUNCIL MINUTES 6 JUNE 2022

his thanks and also thanked those councillors who had supported on the day in particular Councillor M Barr who had put up and taken down the street bunting at the beginning and end of the day.

In response to a question from Councillor Powell-Brace the Clerk explained that the bunting could not have gone up across the streets before Saturday morning because of the clearance required for buses and large lorries to get through.

The remainder of the Clerks report was noted.

69. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021-22

(a) Internal Auditor's Report

RESOLVED to note and approve the Internal Auditors Report.

(b) Summary of Funds Report

RESOLVED to note the report which provided background and breakdowns of how the figures on the AGAR had been calculated.

(c) Statement of Internal Control

RESOLVED to approve the Statement of Internal Control.

(d) Risk Management

RESOLVED to approve the Risk Management Scheme.

(e) Annual Governance and Accountability Return (AGAR)

i. Section 1 - Annual Governance Statement 2020/21

RESOLVED to answer 'Yes' to the AGAR Section 1 Statements for the year to 31 March 2021 for sign off by the Chairman and Clerk.

ii. Section 2 - Annual Accounting Statements 2020/21

RESOLVED to approve the Accounting Statement section of the AGAR and give the required confirmation that the Accounting Statements have been accepted by Members as true and accurate.

(f) To review and confirm the dates for the exercise of Elector's rights as attached

RESOLVED to confirm the dates for the exercise of Elector's rights as attached to the agenda.

70. WELLINGTON TO TAUNTON CYCLE ROUTE

Charles Biscoe, a member of Wellington Wheelers and the Wellington to Taunton Cycle Path Group gave a presentation on the current position of the project. A copy of his presentation was circulated to councillors after the meeting.

Councillor Thorne stated that he felt that the north side of the A38 still presented the better option for the route.

Councillor McGuffie questioned whether the potential cost would be better spent on other projects to contribute to carbon neutrality.

71. REVIEW OF COUNCILLOR ALLOWANCES

RESOLVED not to seek to recover any amounts previously paid to non-elected (co-opted) members in previous financial years.

It was also **RESOLVED** that

- (a) Councillor allowances remain at £280 for 22-23, and
- (b) a general review of the allowances be carried out by the Policy and Resources committee in preparation for the setting of the 23-24 budget.

72. TO RECEIVE AN UPDATE FROM THE TOWN CENTRE COMMITTEE MEETING HELD ON 25 MAY 2022

The draft minutes were attached to the agenda and Councillor Lithgow gave an update.

It was **RESOLVED** that the revised Terms of Reference as circulated with the agenda including managing the additional Town Centre Fund of £25,000 be adopted

73. TO RECEIVE AN UPDATE FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON 25 MAY 2022

The draft minutes were attached to the agenda and Councillor McGuffie provided an update. It was **RESOLVED**:

- (a) that the revised Terms of Reference as circulated with the agenda are adopted with the addition of 'and associated action plans' in the first bullet point of the Summary of Responsibilities.
- (b) that work is authorised to the trees sited in the Tonedale Play Area as set out in the report provided by Arboricare Ltd at a cost of £2,310.
- (c) that the Town Council confirms that it supports Wellington Community Food's proposal to run a trial growing project on land that is part of the area being purchased by Somerset West and Taunton Council (SWT) prior to being leased to the Town Council and which has been identified as the potential location for the Community Farm. This is on the understanding that the final decision will rest with the current landowners and SWT, as the purchase and lease have not been completed yet, and on the proviso that Wellington Community Food agree to returning the land to its current condition should the trial not be successful or the Town Council, in consultation with other groups, determine that the site is not suitable for a community farm to be located.

74. CALENDAR OF MEETINGS FOR 2022/23

A proposed calendar of meetings for 2022/23 had been circulated with the agenda. The Clerk explained that in drafting it council staff had taken into account feedback from the Annual Meeting and had also taken the opportunity to move the Finance Committee meetings to enable it to report in to full Council meetings in the same way as other committees. It was noted that timings of meetings could be adapted depending on the agenda for the meeting.

After some discussion it was **RESOLVED** to agree the draft calendar of meetings.

The meeting closed at 8.45pm

DECLARATIONS OF INTEREST

Members of Somerset County Council:

Councillor Andrew Govier

Councillor Marcus Barr

WELLINGTON TOWN COUNCIL MINUTES 6 JUNE 2022

Councillor Ross Henley

Members of Somerset West and Taunton Council:

Councillor Janet Lloyd
Councillor Andrew Govier
Councillor Mark Lithgow
Councillor Ross Henley
Councillor Marcus Barr
Councillor Chris Booth
Councillor Keith Wheatley

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Councillor Mark Lithgow
Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 4 JULY 2022

1. Introduction

This report covers the period from the 1 June to the 27 June 2022.

2. Health and Safety

Unfortunately there have been three tripping incidents in the last month:

- On the 4 June during the Street Fair a member of the public tripped over the cable cover running from The Green Dragon to the performance gazebo in South Street and required first aid and hospital treatment as a result.
- On the same day the Town Clerk tripped and fell over the cable cover running from Stags Estate Agents to the performance area outside the Sorting Office.
- On the 16 June the Councils Administrative Assistant tripped over in South Street whilst delivering a letter.

3. Council Work Plan

This will update councillors on matters not covered elsewhere on the agenda:

- As reported verbally at the last Council meeting the Platinum Jubilee events took place from the 2 – 5 June and were a great success. Thanks to all the staff for the efforts leading up to and during the events and for those councillors who helped out in the day of the Street Fair in particular Councillor Barr in helping with putting up and taking down bunting.
- The Armed Forces Day Commemoration Ceremony took place on the 25 June 2022 at the War Memorial in the park. Councillor Govier represented the Council and laid a wreath on its behalf.
- Work has progressed on the Local Cycling and Walking Infrastructure Plan with walking route audits being undertaken with the support of the footpath volunteer group report to next Environment and Open Spaces Committee.
- Cades Farm Community Hall. A meeting is being convened in July to plan a public consultation.
- Further discussions have taken place with contractors and Muscular Dystrophy UK which provides support to organisations looking to install Changing Places facilities, in relation to the Longforth Road toilet block with more planned the outcomes of which will be reported to the August meeting of the Policy and Resources Committee.
- Leasing of Land/Green Corridor – the Heads of Terms, previously agreed by the Council, have been signed and returned to Somerset West and Taunton Council (SWT). The SWT Executive has considered the proposal and is supportive of it and it is going to SWT Full Council for final approval on the 5 July 2022. Given the context of Local Government Reorganisation in Somerset it is likely that approval for the proposal will need to be gained from the Somerset Council under Section 24 of the Local Government and Public Involvement in Health Act 2007. A meeting has been convened for the 8 July 2022 with interested community groups to discuss public consultation the outcomes of which will be reported to the Environment and Open Spaces Committee on the 19 July 2022.

4. Social Media

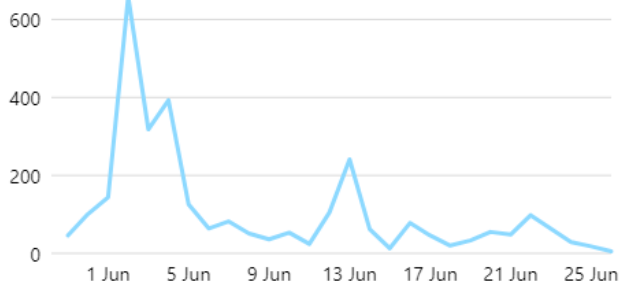
We continue to use social media to promote our work, utilising both Facebook and Instagram to reach our audiences. Our engagement has been hugely increased over the month of June, mostly due to our Platinum Jubilee events and promoting our town centre improvements. Despite this, we can see that Wellington Town Council's overall reach has been improving throughout 2022 so far and we hope to see these trends continue.

The first two sets of graphs below show the number of visits to our Facebook and Instagram pages in comparison to last year and the number of people who have seen our posts. The third graph set shows our post reach for 2022 so far.

Page and profile visits

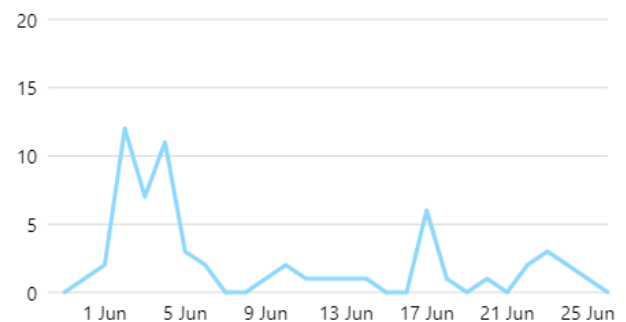
Facebook Page visits ⓘ

3,010 ↑ 44.2%



Instagram profile visits ⓘ

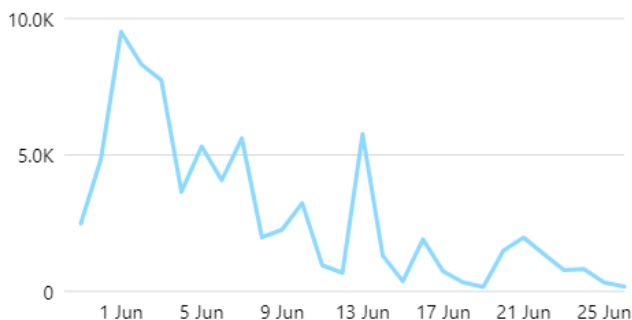
61 ↑ 281.3%



Reach

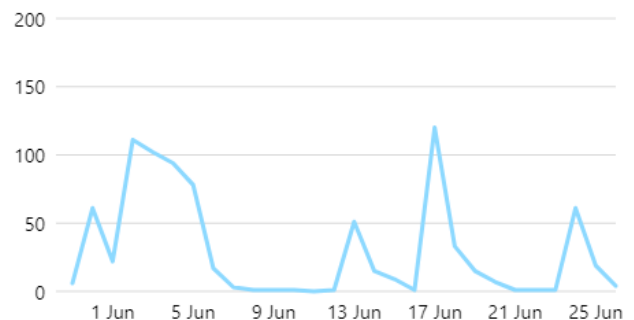
Facebook Page reach ⓘ

21,696 ↑ 41.6%



Instagram reach ⓘ

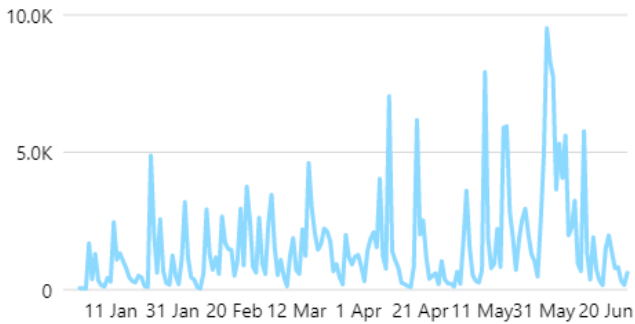
232 ↑ 31.8%



Reach

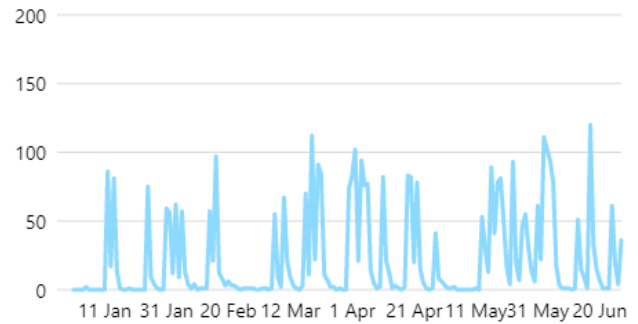
Facebook Page reach ⓘ

34,705 ↑ 5.7%



Instagram reach ⓘ

494 ↑ 65.2%



5. Monthly Bank Reconciliation

Attached as appendix A.

6. Meetings/Events in July

6 July – 9.30am Town and Parish Clerks Local Government Review (LGR) Working Group – Town Clerk Attending (virtual)

7 July – 7.00pm Meeting with interested groups regarding the Green Corridor – Councillor Wheatley and Town Clerk Attending – Council Chamber

8 July 9.30am Devon and Somerset Metro Board Meeting – Councillor M Barr and Town Clerk attending (virtual)

14 July 10.00am SALC Contracts and Procurement On-line Training

12 July 6.00pm Mandatory Planning Training for Councillors (Zoom)

19 July 3.00pm Finance Committee Meeting
4.00pm Environment and Open Spaces Committee
6.00pm Town Centre Committee
All at URC Hall

21 July 2.00pm – Civic Award Presentation to Year 6 Pupils from Beech Grove School – Mayor and Town Clerk Attending – venue to be confirmed.

20 July 9.30 am Town and Parish Clerks LGR Working Group – Town Clerk Attending (virtual)

Dave Farrow
Town Clerk
28 June 2022

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFODate: 27/06/2022*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 24/06/2022		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 24/06/2022		598,615.02
	SUBTRACT Payments 01/04/2022 - 24/06/2022		1,367,044.97
			100,450.13
	Cash in Hand 24/06/2022 (per Cash Book)		1,266,594.84
B	Cash in hand per Bank Statements		
	Petty Cash 24/06/2022	3.29	
	Nationwide 01343556 24/06/2022	200,235.43	
	Cambridge & Counties 15020773 24/06/2022	250,780.67	
	The Cambridge Building Society CI 24/06/2022	200,001.10	
	Lloyds Treasurers PC 87331468 24/06/2022	467.12	
	Lloyds Deposit Account 07788306 24/06/2022	414,411.67	
	Lloyds Current Account 2195145 24/06/2022	203,193.80	
			1,269,093.08
	Less unrepresented payments		2,468.24
			1,266,624.84
	Plus unrepresented receipts		-30.00
	Adjusted Bank Balance		1,266,594.84
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNITED REFORMED CHURCH HALL, FORE STREET, WELLINGTON TA21 8AG ON MONDAY 6 JUNE 2022 AT 5.30 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, Z Barr, S Booker, A Govier (from minute 50), J Lloyd, M McGuffie, N Powell-Brace (from minute 51), and J Thorne

IN ATTENDANCE: Councillors Canham and Wheatley
David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO) and Rebecca Hunt (Administration Assistant)
3 members of the public

45 TO CONFIRM THAT THE MAYOR BE ELECTED AS CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED that the Mayor be confirmed as Chairman as per terms of reference.

46 APOLOGIES

Apologies were received from Councillor Powell-Brace who arrived part way through the meeting.

47 DECLARATIONS OF INTEREST

Councillors J Lloyd and A Govier have standing personal interest declarations relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

48 PUBLIC PARTICIPATION

Members of the Carnival Committee were present to answer questions on their grant application.

49 REVIEW OF TERMS OF REFERENCE

RESOLVED to recommend to Full Council that the updated Terms of Reference be accepted as presented.

At this juncture, Councillor A Govier arrived at the meeting.

50 GRANTS

(a) Applications

- i. **Life education Wessex & Thames Valley** – an application had been received requesting £555 to contribute to the yearly 'Helping Children Make Healthy Choices' programme. The application form and supporting documents were forwarded to Councillors by e-mail.

RESOLVED to award £555 to Life Education Wessex & Thames Valley.

- ii. **Wellington Carnival** – The newly re-formed carnival committee submitted an application for £5,000 to implement the 2022 event. The application form and supporting documents were forwarded to Councillors by e-mail.

RESOLVED to suspend Standing Orders to allow the applicant to answer questions from Councillors.

RESOLVED to re-instate Standing Orders.

Councillors voiced concerns about the current constitution of the Committee as they are registered as a limited company but were also mindful that the Carnival is an asset to the Town. It was therefore **RESOLVED** and recommended to Full Council that the Council pay invoices on the Carnival Committee's behalf against those items detailed in the grant application. This responsibility will be delegated to Officers. A spending limit of £5,000 will be set aside with a dedicated budget line added to the monthly reports. This amount will be a one-off draw down from reserves and will not form part of the Council's ongoing budget for the purpose of setting the precept. Invoices for payment and spend against the budget will be reported to the Finance Committee in the normal way each month.

- iii. **Wellington Wellbeing Children and Young People Committee** – Run by the local policing team, an application had been received requesting £1,700 to contribute towards the Resilience Voyage package of workshops and The Drugs Bus at Wellington events. The application form has been forwarded to Councillors by e-mail.

RESOLVED to award £1,700 to the Wellington Wellbeing Children and Young People Committee.

(b) Feedback from those unable to attend the Annual Parish Meeting

- i. Skintight Samba (attached)
- ii. Howard Road Funday (attached)
- iii. Wellington Basins Volunteer Group (attached)
- iv. Life Education Wessex (attached)

The feedback was noted.

At this juncture, Councillor Powell-Brace arrived at the meeting.

51 UPDATE ON SERVICE LEVEL AGREEMENTS

(a) Payment of 2022-23 funding

- i. Citizen's Advice Taunton - £5,000 (payment 2 of 3)
Note: a full report has been circulated to Councillors by e-mail
- ii. Reminiscence Learning - £4,500 (payment 2 of 3)
- iii. Wellington Community Counselling - £12,000 (payment 3 of 3)

The payments for the 22-23 year were noted. It was also noted that this did not preclude the Council increasing payment amounts during the year if it agreed to do so.

(b) To receive an update on WHERE

The Clerk reported that sadly, WHERE was being wound up and will no longer operate. It is understood that the last payment (which was in the previous financial year) has been spent accordingly and a final report is awaited from the CEO.

52 ACCOUNTING STATEMENTS

- (a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 25 MAY 2022**
- (b) TO NOTE AND APPROVE EXPENDITURE FOR 10 – 25 MAY 2022**
- (c) TO NOTE AND APPROVE INCOME RECEIVED FOR 10 – 25 MAY 2022**
- (d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 25 MAY 2022**

RESOLVED to note and approve the accounting statements.

53 UPDATE ON BANKING PROVISIONS

RESOLVED to accept the officer's recommendations as set out in the report. It is therefore recommended to Full Council that the following new accounts be opened with the balances detailed and that the signatories will be as agreed at the Annual Council Meeting i.e., the Town Clerk (David Farrow), Deputy RFO (Alice Kendall), Mayor (Cllr Mark Lithgow), Deputy Mayor (Cllr Nancy Powell-Brace) and Cllr A Govier. The mandate shall require three signatures for withdrawals comprising of one Officer and two Councillors.

- Hampshire Trust Bank – 1 Year Business Bond - £250,000
- Teachers Building Society – Charity & Community Saver 90 - £100,000
- Unity Trust Bank – Business Saver - £100,000

Councillor Thorne praised the Deputy RFO for their work on this noting that the income from interest was now nearly as much as the Promoting Wellington budget line.

There being no further business, the meeting closed at 6.08 pm.

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Councillor Mark Lithgow
Mayor



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Finance Committee

Name of Committee: The Finance Committee

Purpose

To review, report on, and make recommendations to the Council on all matters of a financial nature and to act as a measure of internal control.

Summary of Responsibilities

The Finance Committee shall have delegated authority to:-

- To monitor, review and approve monthly expenditure and accounts for payment
- To monitor, review and approve monthly bank reconciliations (copy also supplied at Full Council with the Clerk's report)
- To monitor, review and approve the Council's expenditure against the budget
- To receive and decide (or make recommendations to Council where required) Grant applications within the Council's policy
- To review and make recommendations in relation to the Council's Service Level Agreements
- To review the Council's Grant Policies and make recommendations for change to the Full Council
- To review and make recommendations to the Council in relation to the Council's contracts for goods and services
- To review the Council's bank mandate and banking arrangements
- To review and make recommendations to the Council regarding the Council's reserves
- To review and make recommendations on the Council's annual budget and precept demand

Status

The Finance Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 4 elected members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In respect of Grant applications, the Committee has delegated authority from the Council to approve expenditure for non-major grants. i.e. up to £3,000. All applications exceeding this will require a recommendation to Council.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held once a month.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting, the Committee shall vote to appoint a Chairman for that meeting before any business is conducted.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Mayor, as Chairman will cast the deciding vote.

- The Clerk or Deputy RFO will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

WELLINGTON TOWN COUNCIL

Minutes of the Allotments Committee Meeting held on Thursday 9th June 2022 at 6pm in the Council Chambers, Wellington Town Council, 28 Fore Street, Wellington. TA21 8AQ

Present: Councillor J Lloyd (Chair), C Govier, C Booth
Councillors W Battishill, M Lithgow & Kieran Canham (arrived 5 minutes late)

Annette Kirk Deputy Clerk

In attendance: Councillor J Thorne

75. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

The Committee **RESOLVED** to elect Councillor J Lloyd as Chair

Proposed by: Councillor C Booth
Seconded by: Councillor C Govier

76. Apologies No apologies

77. Declarations of interest There were no interests to declare.

78. Minutes **RESOLVED** to confirm and sign the minutes of the meeting held on 21st February 2022

79. Public participation None

80. REVIEW OF TERMS OF REFERENCE

The Committee **RESOLVED** to recommend the acceptance of the revised Terms of Reference to the Town Council at its next meeting.

81. Update on Plot Vacancies and Waiting List

- Deputy Clerk reported:
 - No Vacant plots available at present.
 - 22 names on the waiting list for The Basins Allotments

82. General Maintenance & Inspections

- a. **Spring Inspections:** Deputy Clerk circulated a general email to all tenants regarding open waterbutts, grass cutting and removal of weeds. Warning letters and emails have been sent to tenants. The Deputy Clerk inspected three plots on Tuesday 7th June and contacted the tenants
- b. **Rubbish Clearance: RECOMMENDATION** that we support new tenants who have taken on an overgrown plot. The Council to contact the Community Warden to cut, tidy and remove rubbish.

The Committee **RESOLVED** to support new tenants who have taken on an overgrown plot. The Council to instruct the Community Warden to cut, tidy and remove rubbish.

- c. **Arboricare Ltd** – To inspect three large Ash Trees for suspected Ash Die Back in July. The Deputy Clerk to instruct Arboricare Ltd to inspect and provide a report and quotation in readiness for the next committee meeting.
- d. **Committee Members Inspection Training:** Two dates were provided by the Chair: Thursday 30th June 2022 – 6.30pm and Thursday 7th July 2022 – 6.30pm.

Councillors C Booth, M Lithgow, C Govier, W Battishill and K Canham said they could attend the attend on Thursday 7th July 2022 at 6.30pm. To meet at the Allotments Main Entrance Gate.

Councillor J Lloyd (Chair) to prepare training packs, these to be circulated in readiness for the 7th July 2022.

- e. **New Notice Board** – Deputy Clerk provided a report detailing three quotations from:
 - i. Fitzpatrick Woolmer £1,627.00 plus £325.40 VAT = £1952.40 (to include header)
 - ii. Noticeboard Company – photograph and noticeboard specification provided. Wait receipt of Quotation.
 - iii. Kedel Eco Friendly Plastic Products £440.63 plus £88.13 = £528.76.

The Committee noted that it preferred the design from The Noticeboard Company and **RESOLVED** to wait receipt of their quotation from before making a final decision. If the quotation was in line with the quotation received from Fitzpatrick Woolmer it would recommend acceptance of that quote.

83. Allotment Competition 2022

Councillor J Lloyd (Chair) confirmed the date of 1st July 2022 at 2pm. Judges being Allotment Committee Chair and Allan Cavill (Ex Regional representative of the National Society of Allotment Growers).

Councillor J Lloyd (Chair) explained the competition categories to the new committee members and what the judges look for.

84. Longforth Farm Allotments

A copy of the report was circulated to the Committee members. The Deputy Clerk read out the report. The Deputy Clerk to write to everyone on the informal waiting list advising them of the current position and to give them the opportunity to go on The Basins Allotments waiting list.

Deputy Clerk to investigate who was managing the allotment site located in Tonedale.

85. NATIONAL ALLOTMENT SOCIETY

Recommendation: To become a member and pay the annual subscription of - £55.00 Plus VAT – this will offer support and legal advice to the Town Council while managing its current site at The Basins and taking on new Allotment Sites in the future

The Committee **RESOLVED** to accept the annual subscription of £55.00 plus VAT and become a member of the National Allotment Society

86. SCRIBE – ALLOTMENTS SOFTWARE PACKAGE: Town Council to add to its current accounting software package. This will enable the Town Council Officers to manage both the finance and admin accurately. Scribe Proposal circulated prior to meeting.

Recommendation to accept the annual subscription £756.00 and one-off set up fee £197 + VAT

The Committee discussed at length, and it was felt the Scribe quotation was expensive as a bolt-on to the Council's existing Scribe finance software package. We need to show due diligence and obtain two further quotations from other allotment software companies. It was suggested we contact the National Allotment Society to recommend software companies to contact.

The Committee **RESOLVED** for the Deputy Clerk to:

- Speak to Scribe and ask them if there was any movement on their original quotation.
- Speak to the National Allotment Society to recommend software companies who have an allotment software package.
- To obtain two further quotations which will also be compatible with our current Scribe Finance Package and banking system

87. Anything Allotment Holders wish to raise

No allotment holders present.

88. Next Meeting Date:

Monday 8th August 2022 at 6pm.

Venue: The United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Meeting Closed: 7.10pm

.....

Chair, Councillor Janet Lloyd



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Allotments Committee

As approved at the meeting of Wellington Town Council held on 4th July 2022

Name of Committee: The Allotments Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to the Council's allotment site at The Basins, Corams Lane, Wellington.

To review potential new sites and any other matter pertaining to Town Council Allotments.

Background

The Town Council has 102 allotment plots at the Basins which it rents to individuals and organisations. There is usually a waiting list of people who would like to rent an allotment. If suitable sites can be found, the Council would like to provide more allotments.

Allotment holders are bound by a set of standards to look after the upkeep of their plots and if they fail to do so they may lose the tenancy. This Committee is responsible for administering the site and carrying out regular inspections.

Summary of Responsibilities

The Allotments Committee has delegated authority to:-

- To ensure that the allotments are run in a sustainable manner
- To allocate and terminate tenancies
- To recommend to Council the level of rental charges
- To keep tenancy agreements under review

- To investigate the provision of further allotments in the Town

Status

The Allotments Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 6 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 3 Councillors. No business may be transacted at a meeting unless the set quorum is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Current plot holders are invited to attend each meeting.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of **£3,000** (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than **£3,000** is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman or Clerk.
- A chairman of the Committee will be appointed at the first Committee meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.

- In the case of a tied vote, the Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and Allotment noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at its monthly meeting following any Committee meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

WELLINGTON TOWN COUNCIL**MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL ON TUESDAY 14 JUNE 2022 AT 2.30 PM**

Present: Councillors M McGuffie (Chairman), M Barr, C Booth and C Govier

In attendance: David Farrow, Town Clerk
Alice Kendall, Deputy RFO

89 APOLOGIES

Apologies had been received from Councillors K Canham, M Lithgow and J Lloyd

90 DECLARATIONS OF INTEREST

There were none.

91 MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on 25 May 2022 as a true record.

92 IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present and no representations had been received.

93 TONEDALE PLAY AREA PRESENTATIONS FROM THOSE SHORTLISTED

A total of 9 submissions were received from 8 contractors. The Mayor, Committee Chairman, Town Clerk and Deputy RFO reviewed them as previously set out and put forward a shortlist of four proposals. Those shortlisted were invited to attend the meeting to give a short presentation of no more than 10 minutes to include a short question and answer session. Digital copies of each submission were circulated before the meeting. Presentations were received as follows and during each one Councillors asked various questions.

- (a) Bid 1 – Redlynch Leisure
- (b) Bid 2 – Mant Leisure
- (c) Bid 3 – Green Play Project *did not attend the meeting but Councillors reviewed documents submitted
- (d) Bid 4 – Sutcliffe Play South West

94 TO CONSIDER MAKING A RECOMMENDATION TO FULL COUNCIL FOR ACCEPTANCE OF TENDER FOR THE REFURBISHMENT OF TONEDALE PLAY AREA

Following the presentations given, Councillors discussed the merits of each proposal. It was **RESOLVED** that Redlynch Leisure be the recommended contractor provided that changes to the scheme are implemented to increase the age range of the trim trail and reconfiguration of the toddler area to include a two-bay swing if possible. A 10% contingency on the original £80,000 budget was also agreed to accommodate these changes. The Deputy RFO will discuss the requirements with the contractor and a further meeting will be called on Friday 24th June to form the final recommendation to the July Full Council.

.....
Councillor Michael McGuffie
Chairman

WELLINGTON TOWN COUNCIL

**MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES
COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL ON FRIDAY 24
JUNE 2022 AT 2.30 PM**

Present: Councillors M McGuffie (Chairman), M Barr, K Canham and C Govier
In attendance: Alice Kendall, Deputy RFO

110 APOLOGIES

Apologies had been received from Councillors C Booth, M Lithgow and J Lloyd

111 DECLARATIONS OF INTEREST

There were none.

112 MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on 14 June 2022 as a true record.

**113 IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS
FROM MEMBERS OF THE PUBLIC**

No representations had been received.

114 TONEDALE PLAY AREA

Following the last meeting, the final scheme and quotation was presented having made the requested changes.

RECOMMENDED to Full Council that the final scheme (attached) and quotation from Redlynch Leisure be accepted at a cost of £84,100 to be funded from CIL reserves.

.....
Councillor Michael McGuffie
Chairman



V2 23/06/2022





V2 23/06/2022



V2 23/06/2022



V2 23/06/2022



V2 23/06/2022



V2 23/06/2022



V2 23/06/2022

- 1 Hopscotch
- 2 DDA Wheelchair Accessible Roundabout
- 3 Junior Multiplay Activity Tower
- 4 Basket Swing
- 5 2x Flat Swing Seat
- 6 2x Cradle Seat Swing
- 7 Spring Rider
- 8 3x Play Panels
- 9 Toddler Multiplay Activity Tower
- 10 Adventure Track
- 11 Monkey Bars

-  Green Tiger Mulch
-  Autumn Mix Tiger Mulch
-  Grass Mats
-  Conipave



WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 15 JUNE 2022 AT 6.30pm

Present: Councillors Lithgow (Chair), M Barr, K Canham, A Govier, M McGuffie, J Thorne and K Wheatley
David Farrow – Town Clerk.

One member of the public was in attendance.

95. Apologies

Apologies were received from Councillors S Booker and J Lloyd

96. Declarations of Interest

None were declared.

97. Minutes

RESOLVED to approve the minutes of the meeting held on the 15 March 2022.

98. Questions and Comments from Members of the Public

No questions or comments were made.

99. To Review the Terms of Reference for the Committee.

Revised Terms of reference were tabled taking in to account the decision taken at the Annual Meeting that the Community Safety Committee should cease, and its functions subsumed into the Policy and Resources Committee whilst consideration is given to how they should be allocated. Concerns were raised relating to the scope of the responsibilities given the workload likely to fall on this Committee over the coming year. It was agreed that the Committee would oversee the drafting of a revised Community Safety and Crime Prevention Strategy which would detail committee responsibilities and which committee should fulfil them. This will be added to the Policy Review Timetable.

100. To Review the Town Council's Standing Orders

The Committee resolved to **RECOMMEND** that the revised Standing Orders circulated with the agenda are adopted by the Town Council.

101. To Review the Town Council's Financial Regulations

The Committee resolved to **RECOMMEND** that the revised Financial Regulations circulated with the agenda are adopted by the Town Council.

102. Review of Council Policies and Procedures

A draft review programme had been circulated with the agenda. The Committee asked the Clerk to spread the load more evenly across the year so that the Committee only had to review two policies per meeting taking in to account the additional policy detailed in minute 99 above.

103. Future Accommodation Requirements

The Committee considered the paper that had been circulated with the agenda and resolved to **RECOMMEND** that the Council did not take up the offer of moving to office space in the town library when its refurbishment is completed.

At this point Councillor Lithgow left the meeting and Councillor A Govier assumed the Chair.

The Committee considered the paper that had been circulated with the agenda and asked the Clerk to continue to explore the options around purchasing its current office accommodation, utilising the Kings Arms and to explore any other options as they arose based on an assessment of what the council will need in the future and to provide update reports at each meeting of the Committee.

104. Assets of Community Value (ACV)

The Committee had been asked to consider whether it wished to recommend to the Council that it should apply for ACV status for The Dolphin, The WHERE Centre, the former Linden School Building at Coram's Lane and 28-30 Fore Street. It **RESOLVED** not to recommend pursuing seeking ACV status for any of the buildings at this stage.

105. To Consider Arrangements for Remembrance Sunday 2022

The Committee considered the paper that had been circulated with the agenda. It noted that his was a sensitive issue, and that further consideration was needed and resolved to **RECOMMEND** to the Town Council that further work is done to seek the views of interested parties and the community in relation to the timing of the 2023 ceremony with arrangements for the 2022 ceremony remaining as before.

106. Local Government Reorganisation (LGR)/Local Community Networks (LCN)

The Committee considered the paper that had been circulated with the agenda and resolved to **RECOMMEND** to the Town Council that its starting point in discussions should be that the basis of an LCN for the area should be centred around Wellington and its surrounding parishes linked in with the Court Fields catchment area and that the Council should reinstate the informal meetings with those parishes to seek their views.

107. Additional Street Lighting

The Committee reviewed the information that had been circulated with the agenda and resolved to **RECOMMEND** to the Town Council that approval is given to the installation of new streetlights at Orchard Close, Bulford Lane and two at Clifford Terrace at a total cost of £7748 with £1500 of funding being drawn from the Street Light Budget and the balance from the Council's reserves.

108. Delegated Planning Agreement

RESOLVED to recommend to the Town Council that the Delegated Planning Agreement from Somerset West and Taunton for the period 2022/23 be approved.

109. Town Council Vision/Work Programme

The Committee noted the revised Work Plan for 2022/23 and resolved to **RECOMMEND** to the Town Council that an informal workshop for councillors, to further develop the Vision and Work Plan, should be arranged prior to a more formal consultation with the community.

There being no further business, the meeting closed at 8.30pm

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Policy and Resources Committee

Name of Committee: The Policy and Resources Committee

Purpose

To review, report on, and make recommendations to the Council on issues concerning overarching Council policies, procedures and processes (e.g., Standing Orders, schemes of delegation, any new policies and procedures that may be required not within the remit of another Council committee) as well as employment, staffing, training, communications, office facilities and other Council resources outside the remit of other Committees. The Committee will consider and make recommendations in relation to the role of the Council in the context of local government reorganisation in Somerset.

Summary of Responsibilities

The Policy and Resources Committee shall have delegated authority to: -

- Ensure that overarching Council strategy and policies and processes (e.g., Standing Orders, Scheme of Delegation, etc that are not covered by other Committees) are regularly reviewed to ensure they are fit for purpose and where necessary recommendations are made to full Council for changes to or adoption of new policies/processes.
- To make recommendations to Council on the future development and acquisition of services and assets.
- Review and make recommendations on the Council's staffing structure.
- Oversee all staffing issues, including terms of employment.
- Draw up and implement a Training and Development programme for Councillors and staff.
- Review and make recommendations concerning the Council's office premises and facilities.
- Review and make recommendations on the Council's IT provision and office equipment.
- Oversee and make recommendations concerning the Council's Public Relations and Communications.

- Propose new ways of working to enhance outcomes for town residents.
- Act as nominal line-manager of the Clerk and/or Proper Officer, including completing an Annual appraisal.
- Oversee day-to-day management of Council resources and make recommendations thereon.
- Agree expenditure to a specified limit on staffing or resourcing items (see below)
- Regularly and strategically review all of the above to ensure Council practices reflect the changing external environment, and the Council's needs.

The Committee will also be responsible for those activities that had previously been undertaken by the Community Safety Committee whilst consideration is given to where they should otherwise sit namely:

- To develop and implement in partnership with other agencies the council's policy in relation to community safety and crime prevention
- To develop and monitor the performance of a strategy for community safety
- To monitor and where requested engage in the development of local crime reduction partnerships
- To be responsible for directing any action required following a civil emergency or any other extreme circumstances
- To work in partnership with the emergency services
- To work in partnership with Somerset West and Taunton Council and Somerset County Council to ensure the Town Council's awareness, role and implementation of its responsibilities in the Civil Contingencies Plan

Staffing Structure

The current structure of the Council's staff is set out at Appendix 1.

Status

The Policy and Resources Committee is a fully constituted Committee. It has elected membership however all Councillors are able to attend any meetings of the Committee.

Reporting

After each meeting of the Committee, a summary of matters considered will be tabled for discussion and consideration at the subsequent Council meeting.

Membership

The Committee will comprise 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Membership shall always include the Mayor, who will act as the nominal line-manager for the Clerk and/or Proper Officer, unless other arrangements are agreed by full Council. Notwithstanding the delegated arrangement for line-management, the Council collectively remain the line-manager of the Clerk and/or Proper Officer, and the Employer for all staff.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making

authority when voting at full Council on issues presented by Committee and relevant to its operational remit.

- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.
- For the meeting to be quorate no fewer than 3 councillors need to be in attendance.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member shall be elected to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Mayor, as Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email or paper if requested for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.

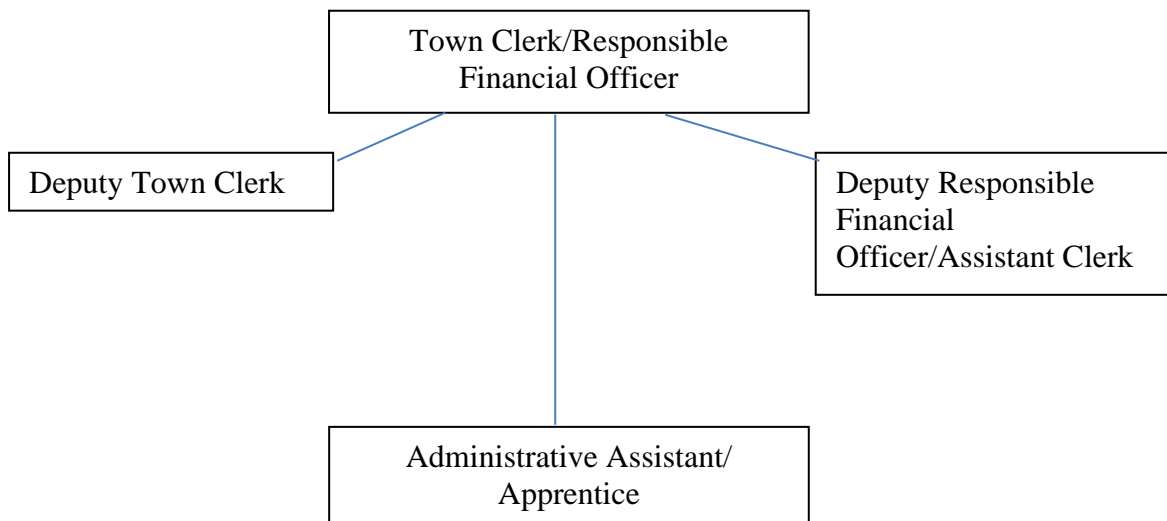
Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget (IT, training etc). **No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.**
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

Linked Policies

Training and Development Policy (2019 WTC/Staffing and Resources/Training)

Appendix 1



MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

- accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be**

- decided by a majority of the councillors and non-councillors with voting rights present and voting.

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

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

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

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

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

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

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

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

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting

- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

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

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

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

5. ORDINARY COUNCIL MEETINGS

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

votes.

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

legislation (*see also standing orders 11, 20 and 21*);

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

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

- a Voting on appointments will usually be by show of hands as set out in para 3s

above unless the Council resolves through a motion properly proposed and seconded to use a secret ballot.

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

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

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for

which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

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

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

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

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in his absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of The Council or one of its committees or sub committees is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council, if he/she/they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chair of the Policy and Resources Committee or in his absence, the Deputy Mayor shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Council on an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Policy and Resources Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Council this shall be communicated to another member of Policy and Resources Committee which shall be reported back and progressed by resolution of the Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

(b) The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the**

Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

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

OR

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

councillor as soon as possible.

- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

WELLINGTON TOWN COUNCIL FINANCIAL REGULATIONS 2022

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

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

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

The Council has appointed a Deputy RFO to support the Clerk/RFO in carrying out these functions. Whilst the RFO is ultimately responsible for ensuring that these Regulations are enacted, the Deputy RFO carries out the day to day responsibilities to deliver them

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

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

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £3,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

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

- the council for all items over £3,000;
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

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

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

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

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

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

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

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

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

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A

detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and Deputy RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and Deputy RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any

Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council

as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be

instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk AND a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the Finance committee and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by any member of staff] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

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

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present

when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

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

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;

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

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

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

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

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

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

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

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

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

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴[insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

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

12. Payments under contracts for building or other construction works]

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

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

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

13. Stores and equipment

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

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually]

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the

Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Charities

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

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Wellington Town Council – Future Accommodation Needs

Current Position

The Town Council currently occupies four rooms on the first floor of 28-30 Fore Street which is owned by Somerset West and Taunton Council (SWT). It is a Grade 2 Listed Building. Two of the offices are occupied at no cost as they form part of the requirement for SWT and its predecessor authority to provide accommodation for the Town Clerk and a Council Chamber. The Council leases the other offices at a cost of £3010 per annum. This comprises the whole of the upper floor of the building. The ground floor of the building is leased to the town's museum, the Citizens Advice Bureau and SWT have offices and a reception area that they have not used since COVID and has said they are not returning to. There is parking at the rear of 28 Fore Street for four cars and a further parking space behind 30 Fore Street.

On the first floor one office is the reception area for the Town Council (previously The Clerk's office and therefore not paid for), one is the Town Clerk's Office and the Deputy Clerk and Deputy Responsible Financial Officer share an office. The Council Chamber (not paid for) is used as a meeting room.

There are currently four staff employed by the council totalling 3.9 fte. It is anticipated that in the lead up to and following the implementation of the unitary authority additional staff will be required although the exact number is difficult to assess until decisions are made about what assets and services may be devolved to the Town Council. With the current office accommodation it is anticipated that at a stretch a further four staff could be accommodated – a further two in both the Town Clerks and deputies' offices.

The current offices are on the first floor of the building and are not accessible meaning that the meeting room cannot be used for public meetings, and it is difficult/impossible for residents with mobility issues to access the Town Council offices.

Options

1. Utilise all of 28-30 Fore Street

- By taking over the Community Office space in 30 Fore Street this will provide a ground floor reception area for the Town Council plus additional office accommodation. It will free up the second floor office currently used as a reception area which could accommodate three staff. This with the additional downstairs space means there would be the potential space for a further six staff. The reception area would also be big enough for other uses e.g. tourist information/consultation displays
- SWT will not lease the whole building to the Town Council preferring instead to sell it to us. Unless the offices are transferred to the Town Council under asset devolution related to the implementation of the unitary authority, which is appearing increasingly unlikely given the likely investment in the Library and its intended use (see below), there will be a capital outlay of £185k required to buy the building and then further work required to make it fit for purpose. We will probably require professional advice on structural surveys, layout etc. There will also be legal costs associated with the purchase.
- If the Town Council does not acquire the building, there is a risk it could be disposed of by SWT or its successor authority. The Town Council would then need to find alternative, preferably town centre, accommodation as would the CAB and Museum. The latter would find it very difficult to find somewhere suitable and affordable which would threaten its existence. Consideration of applying for the building to be an Asset of Community Value could be one way of mitigating that risk.
- By purchasing the building the Town Council would acquire an asset which it could then choose how to use – remain as Town Council offices or, combined with options below, rented out to generate income, used as a community resource, overflow staff space etc.
- There would be additional revenue costs to the Town Council associated with the management and maintenance of the building.
- The purchase/commissioning and completion of work would be in our control.

- Funding for purchase/work could come from
 - S106 funding (to be confirmed by SWT but not confident this is an option from previous conversations),
 - Community Infrastructure Levy – there is sufficient funding in the budget to buy the building outright and leave c£115k. That would however significantly limit investment in other facilities in the town
 - Public Works Loan Board Loan (subject to consultation etc). Borrowing the full purchase amount would cost as follows (figures as at 27 April 2022)

Years	Annual Cost (£)	Total Cost	Band D Impact (£ PA)
25	10,525	263,121	1.93
30	9,406	282,229	1.73
35	8,458	300,955	1.59
40	7,986	319,430	1.47
50	7,072	353,609	1.32

- A combination of the three.

2. The Library

- Somerset County Council are investing £xxm to upgrade the library including creating office and meeting space to the rear of the library and above it. The intention is that it will be the 'front door' for unitary authority services.
- There may be the opportunity for the Library to host Town Council staff, along with other services e.g. Primary care Network, Public Health Nurses/Health Visitors, Registrars so there would be a joint reception for Town Council and these services
- Initial indications are we would be guaranteed up to four desks in a shared office space on the second floor of the building with a reception desk on the ground floor. If we recruited additional staff, all staff would have to hot desk.
- There would be costs per desk – indications are they could be £1,250 per desk per annum for the four desks. Additional desks will be negotiable dependant on other stake holders' requirements and there will be a number of touch down desks that will be available to book for 2 hour time slots on a first come first served basis. I assume that any desks over the four would also be chargeable

- There are no allocated parking spaces and limited storage
- The arrangement would initially be for 5 years on a licence basis details tbc
- There would be no capital costs involved in this option
- The proposed layout can be seen here



220059 AP(0)05 B
Proposed Plans Opt

3. The Kings Arms

- Falcon Housing wish to let out the ground floor of the Kings Arms for community use. Its intention is that it will make the ground floor habitable e.g. electricity/heating/air conditioning if needed etc and whoever moves into it would then bear the cost of making it fit for their purpose e.g. installing partitioning.
- There is the option of using it to create a shared working space and to act as a base for the Town Council whilst also accommodating other community usage depending on what is located there.
- There would be capital cost associated with making the space fit for purpose which would include the need to commission professional design help to plan space usage.
- There would also be cost associated with creating and managing a shared workspace.
- It is unclear how much accommodation would be available for Town Council staff or whether meeting space would be available. Falcon has said it would make its Conference Room available.
- There is limited parking at the rear of the building
- Funding for required work could come from Community Infrastructure Levy, a Public Works Loan Board Loan (subject to consultation etc) or a combination of the two.

- Wellington One Team and Churches Together are interested in exploring how the space could be used for a town centre community space potentially including shared workspace facilities.
- Possible ongoing cost – Falcon Housing would not be looking to make a profit, simply cover costs – it has suggested a figure of £10k per annum but this is not finalised.

4. Former One Stop Premises

- Currently being offered for lease at cost of £15k pa. The landlord has indicated this could be negotiable.
- Plenty of space for office accommodation on both first and second floor – would require investment to make fit for purpose.
- Enough space for flexibility of use – e.g. ground floor office accommodation, first floor Council Meeting Space
- Accessible and in good location
- Uncertainty about security of tenure – landlord has talked about converting to flats if retail/post office not forthcoming
- Limited/no parking for staff

5. Old School Building Corams Lane

- SCC owned and Currently empty – may be utilised as a temporary relocation of the Library whilst work is undertaken there.
- Potential community/office space – youth provision to replace Youth Centre is school option is followed through
- Out of centre location not ideal for Town Council location but will have office and meeting room space.
- SCC may consider selling or leasing on a long term basis for community use.

6. WHERE Building

- SCC owned currently empty following WHERE ceasing to operate
- Understand that SCC unable to relet because building doesn't meet required environmental standards (tbc)
- Condition of temporary building unclear but potential concerns.
- Close to town centre – would provide office space and meeting room
- Another option for a community hub
- SCC may be willing to sell or lease on a long term basis

Wellington Remembrance Sunday Service

Consultation feedback January 2019

St Johns Church	No response although earlier feedback given saying not in favour of changing.
Baptist Church	<p>I'm a little surprised to see the Town Council raising this issue yet again, as the Church Leaders of the town all gave an individual response to this less than 6 months ago, which I then emailed through on their behalf to Greg. I doubt that their opinion and my opinion will have changed.</p> <p><u>The suggestion that this has anything to do with the merging of the Taunton Deane Council into a Local Authority is I'm afraid in my view a complete red herring.</u> The Sunday afternoon remembrance Sunday service in the town park is very much deeply ingrained into the local community and is exceptionally well attended. I suspect that the community would be very upset and unlikely to turn out in such numbers on a Sunday morning, as they do on a Sunday afternoon. It was merely that this last year happened to be the 11/11/11 on a Sunday, and also was the WW1 anniversary and frankly we were all expecting the Council and British Legion to mark into the town centre at 11am on the Sunday 11 November, as they do so every year when it's not on a Sunday, to mark the 2 minutes national silence. Why was this not done last November, as many in the community were expecting this to happen and stood on the street corner waiting! Only then to get upset when no one arrived.</p> <p>Then to the response of our church – and this will be a fairly common response across all of the churches in the town: we here at Wellington Baptist Church would not want to cancel our morning service for a combined service of remembrance as our services are well attended and we would be marking remembrance within that service anyway.</p> <p>As stated above, “if it's not broken, don't try to fix it!” The annual service of remembrance in the park on the Sunday afternoon is deeply ingrained into the community of Wellington and exceptionally popular and numbers grow each year. To move it to the morning would be a daft idea, and immediately cut out many of the youth organisations where the young people are involved in Sunday morning sport etc. I can see absolutely no justification for making such a suggestion. Not unless the Town Council want to see numbers halved and such a significant moment reduced to a poor show in the future.</p>
RG Christian Centre	<p>I don't believe there is any appetite among the church leaders to have a Sunday morning Remembrance service. I thought that had been communicated earlier but not sure</p> <p>Personally I would not be in favour of changing either.</p>
Brownies	<p>I have sent this on to the Units in the Wellington area and have asked the Leaders to respond directly to you</p> <p>Clerk's Note: no further response was received.</p>

Majorettes	<p>I will ask all the majorettes parents and let you know their views</p> <p>Clerk's Note: no further response was received.</p>
CCF Wellington School	<p>Thank you for request for feedback on the Remembrance Sunday review. Here is a selection of comments from Wellington School CCF. It is clear, almost unanimously, we feel very strongly about an 11am ceremony.</p>
	<p>Essentially: Sunday 11am is when the whole country commemorates Remembrance, we should do the same</p> <p>Anyone else wishing Wellington Pde to be at 3pm, in order to visit other parades or do other things is welcome to do so and not expect us to fit in with them.</p>
	<p>Personally I like it in the afternoon. It goes with the setting sun and is more poignant as a result.</p>
	<p>I think it should be at 11am, along with the rest of the nation.</p>
	<p>1100hrs is the time we should be doing this, the end.</p> <p>I spent 25 years serving all over the world in numerous hostile environments, have lost more close friends and colleagues over those years than most could imagine. Remembrance for me is an all day affair, 1100hrs parade, then more of a reunion meeting up with old friends and colleagues, have lunch and few beers together, chat about the good old days, and the ones that weren't so good. I've not been able to do this since working at Wellington because of a 1500hrs parade. I think we may have lost sight that this is about the fallen, not the convenience of individual needs.</p> <p>Sorry for the rant, this is something that I feel very, very strongly about.</p>
Scouts	<p>No response</p>
Wellington and District Sports Federation	<p>Have you thought about putting it across social media. I don't think a lot of people actually read the articles in the Wellington Edge.</p> <p>I do know that after last years' Service, there was quite a lot of discussion about the timings on the Wellington Somerset Community Facebook group. If you are happy with it, I could try and share the wording of the public consultation on there.</p> <p>I have had this posted on the group page:</p>

	<p>I just wanted to say, that back in November, there was quite a lot of discussion on this group about the timing for the Wellington Remembrance Sunday parade and service.</p> <p>There was a consultation started in the Wellington Edge publication (christmas edition) by the Wellington Town Council to evaluate Public opinion on this matter.</p> <p>If you want to have a say on this issue, then you should contact the Town Council office, or email your views to yourviews@wellingtontowncouncil.co.uk</p> <p>The Council is looking to hold a discussion at it's 4th February meeting, which will also be attended by members of the Royal British Legion. This is a public meeting.</p> <p>So this is your chance to have a say.</p> <p>Clerk's Note: no further response was received.</p>
Beech Grove Community School	No response
Court Fields Community School	No response
Rockwell Green CofE Primary School	No response
St Johns CofE Primary School	No response
Wellesley Park Primary School	No response
The Edge Consultation	<p>I think the Wellington Parade is a fine event with many people from all parts of the town. It is great to see so many children there.</p> <p>For many years before moving to Wellington I have enjoyed big town parades, in Colwyn Bay as a child and in Reading as a teenager, often parading as part of the scout movement.</p> <p>It was wonderful to parade at 11 and know that so many other people were parading at the same time. I am very much in favour of the parade time moving so that we are able to hold our 2 minutes silence at the same time as the rest of the country.</p> <p>In terms of children and/or parents and/or former service personnel not being able to make the parade at 1100, I am sure there would be some that do not currently attend at 1500 that would be able to make the 1100 event.</p>

	<p>Those who have to make a decision between one event or another may be well to be remember that it is more important to mark the event at 1100, as a nation, rather declaring that they need to go to another event first.</p> <p>It is a great event, I feel it is time it is brought into line with the national remembrance events, I am sure it will give our scouts, cadets and all other young people a much bigger sense of belonging.</p> <p>Many thanks for running this consultation.</p>
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REMEMBRANCE SERVICE CONSULTATION

Late feedback summary

4 February 2019

1. Church #1

1. I think that the annual service of remembrance should be held at a time which will be well supported by the community.

I agree with other church leaders that if the service continues to be held in the afternoon, normal Sunday services can continue in the morning. I think that Wellington School may also prefer this, so that the school can hold its own service in the chapel, which is a WW1 Memorial and is special to the Old Boys and Girls.

2. 2018 was a significant year: the 100th anniversary of the Armistice that brought WW1 to an end. It was right that the tone of the service reflected this fact. (Indeed, the town has commemorated WW1 in a number of ways in the period 2014 - 18 including a special concert and service in St John's on 3 Aug 2014). WW1 will always be a significant aspect of our national story and public remembrance, but I would like to work with the Town Council and RBL to find ways of developing the service so that it helps those who come, whether veterans (like myself) or a younger generation.

2. Church #2

As Secretary of one of Wellington's Churches I would like to express my firm opposition to that proposal for the following reasons :-

1. Those who wish to attend morning worship in their own church will be put in a position of conflict, not being able to attend both.

2. Cancellation of our normal morning worship would be very difficult as -

(i) it would fail to meet the reasonable expectation of regular worshippers and

(ii) it would be inconsistent with the information given as to our Sunday services namely that they take place at 10.30 am **every week**. This appears on our public notice board, and in the Town Guide

3. Majorettes

I have asked all the families at Majorettes about the parade. 22 families would prefer 11am whereas 12 families said either, as long as there is a parade!

4. Public

May I say that I support the RBL plea for the Service for Remembrance Day to continue in the afternoon in the Park. I do not see how we can ask our civic dignitaries to be in two places at once for a morning service also held in Taunton.

Remembrance Sunday Arrangements.

Introduction

On 1 April 2022 I met with the Chairman of the local branch of the Royal British Legion and two representatives of a group of veterans who live in the town at their request. The purpose of the meeting was to allow them to explain why they thought it was important that the Remembrance Sunday parade and ceremony in the park is moved from the afternoon to the morning to coincide with national commemorations at 11.00m.

Context

- The Remembrance Sunday event in Wellington has been held on the afternoon of Remembrance Sunday since it first took place in November 1921
- The reason was to allow dignitaries, particularly the MP, to attend both the Taunton and Wellington events.
- The Veterans view is that this diminishes the event and they feel it would be more fitting for it to be held at the 11th hour. At present they do not participate in the parade or ceremony preferring instead to hold their own event at 11.00 in Rockwell Green Cemetery. Their view is that the need to remember their fallen comrades and the armed forces in general at 11.00am should be the priority.
- The Council has looked at this before in 2018/19 and a consultation took place through winter and January editions of the edge The Edge resulting in one response.
- A wider consultation was undertaken with schools and groups around the town which generated a larger response which was reported to the Town Council in February 2019. A summary of the feedback that was presented to that meeting is attached. My summary of the summary is that the most significant objections to changing the time come from the churches and a concern that morning services would be affected. Those aside there are as many comments supporting a change as opposing it.
- I have also attached emails from Michael Rose, President of the local RBL Branch.
- The Chairman of the RBL Branch would be happy to support a move to 11.00am or to remain at 3.00pm.

Possible approach to developing a Local Community Network (LCN) Around Wellington

1. Introduction

1.1 The development of LCNs was a key element of the successful business case for the introduction of a single unitary authority in Somerset.

1.2 The theoretical basis for LCNs is set out on page 68 of the Business Case which can be found here <https://newsomersetcouncil.org.uk/wp-content/uploads/2021/11/Business-Case-Final-Submission.pdf>

1.3 It is clear from the briefing meeting held with members of the Unitary Implementation Team and other local parish and town councils on the 23 May 2022 that there is still much work to do to get to a point where the governance arrangements and structure of LCNs are finally determined.

1.4 In that context it is important that the Town Council establishes its position to inform discussions rather than wait for an outcome to be delivered for it.

2. For Consideration

2.1 the principle of an LCN as set out in the Business Plan and the attached slides presented at the meeting on the 23 May 2022 should be welcomed whilst recognising the many factors that need to be further developed.

2.2 In considering Wellington Town Councils position on where it might sit in an LCN network it may be worth taking as a basic starting point the geography of the area.

2.3 The Town Council is, very broadly speaking surrounded by Devon, Milverton/Wiveliscombe and Taunton.

2.4 It is likely that Taunton, given its size and complexity, will be at least one LCN and this will be determined by whatever model is developed for the Taunton Town Council. It is very unlikely that Wellington and surrounding parishes would be added to that and, if the suggestion were made, I am sure that as a Town Council we would not want that to happen.

2.5 Looking towards Milverton/Wiveliscombe and considering the stretch of that area towards West Somerset the needs of the communities would, in general terms, be very different although there may be some areas of shared need depending on an analysis of the data sets produced for the two areas.

2.6 On that basis the logic in our area initially may be to focus on school pyramids as the building block of an LCN so that the Wellington LCN consists of the Town Council and surrounding parishes which are part of the Court Fields catchment area. The same for Wiveliscombe which would then pick up Milverton and surrounding parishes in the Kingsmead catchment area.

2.7 It's not perfect but there is a logic to it. If the assumption is that the LCN boundaries could be fluid depending on the issues being looked at then that gives the possibility of flexing the model to suit the issue.

2.8 If each area had its own local Joint Strategic Needs Assessment (JSNA) then common themes could be identified which could be looked at across the two LCNs. For example rural isolation and transport may initially be looked at together to identify issues and common solutions and leave the door open for other more local initiatives. However children and families issues should primarily be based round the education structure in the area recognising that some pupils from each area will attend schools in the other.

2.9 The political challenge of this model is that it in effect involves 6 unitary councillors in the Wellington LCN; two each for Wellington, Upper Tone and Blackdown and Neroche. Upper Tone councillors will also pick up the Wiveliscombe/Milverton LCN and Blackdown and Neroche some elements of a Taunton LCN I assume.

Date 06.05.22 CUSTOMER COPY

Type JOINT FINANCE

Location WELLINGTON

Road	Unit Ref.	Column	Lantern	Lamp	Photo-electric controller	Isolator	Service Code	Comments
CLIFFORD TERRACE (Cubitts Place)	New Unit 006	5 metre raise/lower	Axia 8w	LED	All night	L005	689679/C/001	Install 1 x 5 metre raise/lower column with Axia LED 8 watt (690mA) lantern with all night pec as per mapping in footpath and as indicated on site. Supply single electrical service to new location as per WPD/DNO quotation 689679/C/001 and energise. Reference new street light as 006.

Summary:

Description	
Service Quote	689679/C/001
Labour Code	2.7.1
Materials code	B/350
Materials code	H/630
Materials Code	F/770
Materials Code	L/005

Rate
£1,348.01
£81.12
£187.64
£415.30
£15.72
£7.15

Quantity
1
1
1
1
1
1

Total
£1,348.01
£81.12
£187.64
£415.30
£15.72
£7.15

WPD Service work

Column Installation

8 watt LED Lantern

5m Raise/lower Column

Photo electric cell

Isolator

SUB TOTAL
£2,054.94

Administration fee	
--------------------	--

£43.75

1

Total Cost of Installation:	£2,098.69
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Completed by _____ Date _____

Checked by _____ Date _____

Date 06.05.22
Type JOINT FINANCE
Location WELLINGTON

CUSTOMER COPY

Road	Unit Ref.	Bracket	Lantern	Lamp	Photo-electric controller	Isolator	Service Code	Comments
BULFORD LANE	New Unit 005	0.1m	Axia 8w	LED	All night	L005	21S-2AK	Install 0.1m bracket with Axia LED 8 watt (690mA) lantern with all night pec as per mapping on WPD wood pole. Supply single electrical service to new location as per WPD/DNO and energise. Reference new street light as 005 and re-reference existing street light from 005 to 006.

Summary:

Description	
Service Quote	21S-2AK
Labour Code	2.2.3
Labour Code	2.7.3
Materials code	B/350
Materials code	J/401
Materials Code	F/770
Materials Code	W/003
Materials Code	L/005

Rate
£269.62
£5.38
£40.74
£187.64
£26.01
£15.72
£31.08
£7.15

Quantity
1
1
1
1
1
1
1
1

Total
£269.62
£5.38
£40.74
£187.64
£26.01
£15.72
£31.08
£7.15

WPD Service
 Re-referencing
 Bracket installation
 8 watt LED Lantern
 Bracket
 Photo electric cell
 Pudsey box
 Isolator

SUB TOTAL
£583.34

Administration fee	
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£43.75

1

Total Cost of Installation:	£627.09
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Completed by _____ Date _____

Checked by _____ Date _____

Date 06.05.22

Type JOINT FINANCE

Location WELLINGTON

CUSTOMER COPY

Road	Unit Ref.	Column	Lantern	Lamp	Photo-electric controller	Isolator	Service Code	Comments
ORCHARD CLOSE	New Unit 008	5 metre raise/lower	Axia 8w	LED	All night	L005	689800/C001	Install 1 x 5 metre raise/lower column with Axia LED 8 watt (690mA) lantern with all night pec as per mapping in footpath and as indicated on site. Supply single electrical service to new location as per WPD/DNO quotation 689800/C001 and energise. Reference new street light as 008.

Summary:

Description	
Service Quote	689800/C001
Labour Code	2.7.1
Materials code	B/350
Materials code	H/630
Materials Code	F/770
Materials Code	L/005

Rate
£2,122.56
£81.12
£187.64
£415.30
£15.72
£7.15

Quantity
1
1
1
1
1
1

Total
£2,122.56
£81.12
£187.64
£415.30
£15.72
£7.15

WPD Service work

Column Installation

8 watt LED Lantern

5m Raise/lower Column

Photo electric cell

Isolator

Administration fee	
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£43.75

1

SUB TOTAL
£2,829.49

Total Cost of Installation:	£2,873.24
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Completed by _____ Date _____

Checked by _____ Date _____

Date 06.05.22

Type JOINT FINANCE

Location WELLINGTON

CUSTOMER COPY

Road	Unit Ref.	Column	Lantern	Lamp	Photo-electric controller	Isolator	Service Code	Comments
CLIFFORD TERRACE (Cubitts Place)	New Unit 005	5 metre raise/lower	Axia 8w	LED	All night	L005	689683/C001	Install 1 x 5 metre raise/lower column with Axia LED 8 watt (690mA) lantern with all night pec as per mapping in footpath and as indicated on site. Supply single electrical service to new location as per WPD/DNO quotation 689683/C001 and energise. Reference new street light as 005.

Summary:

Description	
Service Quote	689683/C001
Labour Code	2.7.1
Materials code	B/350
Materials code	H/630
Materials Code	F/770
Materials Code	L/005

Rate
£1,398.32
£81.12
£187.64
£415.30
£15.72
£7.15

Quantity
1
1
1
1
1
1

Total
£1,398.32
£81.12
£187.64
£415.30
£15.72
£7.15

WPD Service work

Column Installation

8 watt LED Lantern

5m Raise/lower Column

Photo electric cell

Isolator

Administration fee	
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£43.75

1

SUB TOTAL
£2,105.25

Total Cost of Installation:	£2,149.00
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Completed by _____ Date _____

Checked by _____ Date _____

DATED

2022

SOMERSET WEST AND TAUNTON COUNCIL

and

.....PARISH COUNCIL

DELEGATION AGREEMENT AS TO PLANNING FUNCTIONS

This Agreement dated the day of 2022

BETWEEN:

(1) **Somerset West and Taunton Council** of The Deane House, Belvedere Road, Taunton, Somerset, TA1 1HE (**'the District Council'**); and

(2) (**'the Parish Council'**)

This Agreement consists of five sections as follows:-

- (A) The Definition of Terms
- (B) Statutory Powers
- (C) The Terms of Agreement
- (D) Schedule 1 listing the extent of the delegation
- (E) Schedule 2 setting out the Code of Practice for dealing with planning applications.

(A) DEFINITION OF TERMS

To avoid unnecessary repetition a number of terms will be shortened as follows:-

The Local Planning Authority – **'the LPA'**

The Local Government Act 1972 – **'the 1972 Act'**

The Localism Act 2011 – **'the 2011 Act'**

'Days' means normal calendar days; where the term "**working days**" is used this means Monday – Friday (except Bank Holidays)

The Clerk to the Parish Council - **'the Parish Clerk'**

The Town & Country Planning Act 1990 (together with any amending or replacing legislation and together also with all orders and instruments made under that Act) – **'the Planning Act'**

A duly authorised committee of the Parish Council appointed to determine applications pursuant to this Agreement – **'Planning Committee'**

The Planning Inspectorate for England and Wales with responsibility for the determination of planning appeals – **‘the Planning Inspectorate’**

Assistant Director – Planning and Environment or the person who is designated as such by the District Council for the purpose of this Agreement - **‘the Planning Officer’**

(B) STATUTORY POWERS

- (1) The District Council is the LPA for its area for the purposes of the Planning Act.
- (2) The Parish Council is the parish council for its area as constituted by the 1972 Act.
- (3) This Agreement is entered into under seal pursuant to Section 101 of the 1972 Act and Section 1 of the 2011 Act (which enables a local authority to arrange for the discharge of any of its functions by another local authority).

(C) THE TERMS OF THE AGREEMENT

- (1) The District Council as the LPA delegates to the Parish Council its powers to determine planning applications for development (as defined in the Planning Act) of the type set out in Schedule 1 to this Agreement.
- (2) The Parish Council agrees to exercise the delegated powers for dealing with planning applications in accordance with the provisions set out in Schedule 2 which shall be strictly adhered to by the District Council and the Parish Council.
- (3) In the case of any doubt as to the extent of the application to be delegates, the District Council’s decision on this shall be final.
- (4) Notwithstanding the powers of the Parish Council under the 1972 Act, the Parish Council shall not seek to delegate any decision on a planning application beyond the Parish Council itself, its Planning Committee constituted as described in Schedule 2 or, should it wish, to the Planning Officer.
- (5) The Parish Council shall pay the District Council the sum of £150 for each attendance of the Planning Officer (or his duly appointed representative) at their meetings (or to any meeting of their Planning Committee) to decide any planning application delegated to them.

- (6) This Agreement shall take effect on 1st April 2022 and shall expire on the 31st March 2023.
- (7) Notwithstanding the above and without prejudice to Clause (8) below, either party may terminate this Agreement by giving the other party 3 months' notice in writing of such intent
- (8) Should the Parish Council fail to comply with the terms of this Agreement the District Council may terminate this Agreement by giving the Parish Council one months' notice in writing.
- (9) This Agreement and the performance of the Parish Council will be subject to scrutiny by the District Council's Scrutiny Committee as part of the monitoring of planning performance.
- (10) For formal service purposes notices shall be addressed to the District Council through the Solicitor to the District Council and to the Parish Council through the Parish Clerk.

**THE COMMON SEAL OF
SOMERSET WEST AND TAUNTON COUNCIL**

was hereunto affixed
in the presence of:

SIGNED PURSUANT TO A RESOLUTION
OF THE **PARISH COUNCIL OF**
ON DAY OF BY

Parish Council Chairman
Parish Clerk

(D) SCHEDULE 1

1. PLANNING APPLICATIONS DELEGATED TO THE PARISH COUNCIL

- A. Householder Applications (being applications within the curtilage of a dwellinghouse which require planning permission and are not a change of use including extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, footway crossovers, porches and satellite dishes BUT EXCLUDING applications relating to any work to two or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), change of use to part or all of the property to non-residential (including business) uses, anything outside the garden property (including stables if in a separate paddock).
- B. Minor alterations to shops, community and business premises
- C. Change of use within Class E(a) (display or retail sale of goods other than hot food), Class E(b) (sale of food and drink for consumption (mostly) on the premises), Class E(c) (financial services, professional services (other than health or medical services) and other appropriate services in a commercial, business or service locality) of the Town and Country Planning (Use Classes) Order 1987 (as amended), drinking establishments (sui generis) and hot food take-aways (sui generis)
- D. Advertisements
- E. The formation and alteration to existing accesses
- F. Overhead electricity lines not exceeding 11kv
- G. Temporary sitting of single caravans other than as agricultural workers dwellings or gypsy and traveller use.
- H. Change of use from agriculture to domestic curtilage

- I. Erection of stables on agricultural land

2. RETROSPECTIVE APPLICATIONS

Retrospective applications where work has already been completed which fall within the above categories will not be determined by the Parish Council and will be determined by the District Council.

3. LISTED BUILDINGS AND CONSERVATION AREAS

Where an application for Listed Building or Conservation Area Consent is also required in addition to any application for planning permission or consent which falls within the above categories, both such applications will be determined by the District Council.

(E) SCHEDULE 2

1. NOTIFICATION PROCESS

- (1) The Planning Officer shall send to the Parish Council a copy of a valid application falling within any of the categories listed in Schedule 1 above within

5 working days of its receipt. A list of the consultees and any person notified of the application will be enclosed with the copy of the application. The Planning Officer will display any required site notices.

- (2) No application shall be considered by the Parish Council or its Planning Committee until the Parish Council has received the Planning Officer's report which shall in all cases contain a recommendation as to how the application should be determined.
- (3) The Parish Council shall ensure meetings to consider and determine applications are scheduled to comply with all statutory timescales and government targets as far as reasonably possible.
- (4) The Parish Council shall aim for a meeting to be held to consider and determine a particular planning application not less than 7 nor more than 21 days after receipt of the Planning Officer's recommendation referred to in Paragraph (2).
- (5) The Parish Council shall publish a list of the applications to be determined as part of the public notice for a meeting not less than 5 working days before that meeting. The public notice should include a summary of the Planning Officer's recommendation on the application (as referred to in Paragraph (2) above) and the date, time and venue of the meeting. Notification of the date, time and venue of that meeting shall at the same time be given to the Planning Officer.

2. DECISION MAKING PROCESS

- (1) No meeting of the Parish Council or its Planning Committee where applications are to be considered and determined pursuant to this Agreement shall be scheduled to commence after 7.00 pm and the planning applications to be determined shall be the first item(s) to be considered on the agenda after any

statutory requirements have been complied with unless there are any other items of urgent business.

- (2) Notwithstanding the requirements of the 1972 Act, the quorum at any meeting during which applications are to be determined pursuant to this Agreement made shall not be less than a quarter of the Parish Councillors.
- (3) All Parish Councillors who wish to determine planning applications pursuant to this Agreement must first receive planning training prior to making any decision on a planning application. Should the District Council discover that any Parish Councillor has been involved in the decision on an application without receiving such training then the District Council will review whether this Agreement should continue.
- (4) The Planning Officer will attend (or appoint a representative to attend) the meeting) as a formal advisor and the Parish Council or its Planning Committee (as they case maybe) shall not determine any application without the Planning Officer being present.
- (5) The meetings of the Parish Council to determine planning applications shall be fully open to the press and the public who shall not be excluded from any part of that meeting unless, quite exceptionally, the meeting believe that it has no alternative but to pass a formal exclusion resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 or any such relevant legislation which is in force at that time.
- (6) The Parish Council must comply with the District Council's scheme to allow public speaking on planning applications. Any public wishing to speak on an application must be heard before any Parish Councillors wishing to speak and should not be allowed to become involved in any subsequent debate.

- (7) The Parish Council must ensure they comply with the District Council's protocols on probity in planning and any other relevant codes of practice/protocols that are in place at any time relating to planning decisions
- (8) All decisions by the Parish Council or its Planning Committee must be made in accordance with the Planning Act and due consideration must be given to all relevant planning policies, guidance and material considerations.
- (9) The Parish Council must give reasons for their decision regardless of whether they agree with the Planning Officer's recommendation or not.
- (10) All decisions must be made solely on legitimate planning grounds.
- (11) To enable the formal decision notices to be issued in a timely manner, the Parish Clerk shall notify the District Council of the Parish Council's decision by email by no later than 5.00 pm on the day following the meeting. The notification must include the full reasons for the decision and the names of the Parish Councillors who made the decision.

3. APPEALS

- (1) Any appeal to the Planning Inspectorate made against a decision of the Parish Council on an application made pursuant to this Agreement will have to be defended by the District Council as the LPA rather than the Parish Council. In order for the views of the Parish Council to be fully reflected in the appeal process the following principles shall apply:-
 - (a) The Planning Officer shall provide the professional defence to any appeal including giving evidence at any public inquiry or hearing into the appeal;

- (b) At any public inquiry or hearing into the appeal the Parish Council shall appoint a representative to appear and to support the Parish Council's decision;
- (c) Where an appeal is dealt with by written representations, the District Council's statement of case shall be complied by the Planning Officer. Such appeals are dealt with on a very strict timetable but the Planning Officer shall in all such cases seek to give the Parish Council at least 5 clear days in which to comment upon his initial draft statement of case.
- (d) It should be noted that where an appeal is dealt with through the Householder Appeals Service no statements will be submitted to the Planning Inspectorate, only the consultation responses, officer's report and decision notice will be sent to the Planning Inspectorate.
- (e) In the event that the Parish Council refuses an application contrary to the recommendation of the Planning Officer and the Planning Inspectorate subsequently concludes on appeal that the application was unreasonably refused and awards costs against the District Council as a result, then the Parish Council shall reimburse the District Council any such costs