

## Grant Application Form

Please complete all boxes, using the attached notes for help. If you are still unsure how to respond to any of the questions, please contact the Parish Office.

<b>Your name</b>	Liane Samuel
<b>Your contact number</b>	Removed
<b>Your email address</b>	lianesamuel@grace-foundation.org.uk
<b>What is the name of your group or organisation?</b>	Grace Foundation
<b>Charity Commission Number?</b>	1103021
<b>What are the aims and objectives of organisation?</b>	We are a Christian organisation that works with schools from the inside out to help to transform young people lives. Our aim is to develop the whole person, enhance students' wellbeing, and improve student's outcome. We are currently working with 10 partner school across 3 Multi-Academy Trusts and Stantonbury is our 10 <sup>th</sup> school to join this partnership. Our holistic vision is designed to support the aspirational, relational and spiritual needs of students and their families in hardship.
<b>Do you have a Constitution or Terms of Reference?</b>	
<b>Do you have an up to date set of accounts?</b>	no
<b>Have you carried out all legal obligations?</b>	yes
<b>Where is your organisation based?</b>	At Stantonbury school
<b>Please describe the project for which you are seeking a grant</b>	<p>School community garden project</p> <p>We got a green space allocated next to our Ethos space, what is based in Stantonbury school.</p> <p>We are planning to get 3x raised 2-meter-long garden boxes what we will fill with garden soil and plant different kind of vegetables and berries. That would give all the students and their families an opportunity to build relationships, grow their own produce and learn a new skill, be out door, eat more healthy, take part in engaging and enriching activities.</p> <p>We will order the 3 boxes from <a href="http://woodblocx.co.uk">woodblocx.co.uk</a> each of the box cost 200.00 pounds.</p> <p>The soil and the seeds will be donated by two local garden centres.</p>

<b>What is the total cost of your project?</b>	<b>£ 1000,00</b>
<b>What is the amount of grant you are requesting?</b>	<b>£ 600,00</b>
<b>What are your plans to get further funds for the project? (if applicable)</b>	donation from 2 garden centres
<b>When is your project starting?</b>	The community garden beginning of June
<b>When is it due to end?</b>	End of August
<b>Are you willing for Stantonbury Parish Council to publish your Grant information?</b>	Yes
<b>Please describe how it will benefit the residents of Stantonbury Parish</b>	Bring students and families together, building relationships, learn new skills, grow their own produce, impact building healthy lifestyle
<b>How many residents will benefit?</b>	All students at Stantonbury and their families

If you are successful in your application, please provide details of the bank account where you would want the grant to be paid.

<b>Account payee</b>			
<b>Bank name</b>			
<b>Bank sort code</b>		<b>Bank account no.</b>	

**If applicable, please provide the following information with your application (please circle):**

- A copy of your Constitution or Terms of Reference Yes / No x
- A copy of your most up to date set of accounts, showing a full year Yes / No x
- Any other information that might better inform the Council about your application Yes / No x

**If you are unable to provide any of the above, please explain why below?**

<p>Our Head office would provide this information after confirmation of the grant.</p> <p>The Bank account information can be given later when application is confirmed</p>
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I hereby certify that, to the best of my knowledge, the information given is complete and accurate. I also confirm that I have read and understand the accompanying terms and conditions as currently applied to all grant applications made to Stantonbury Parish Council.

Signed: \_\_\_\_\_ Liane Samuel \_\_\_\_\_ Date \_\_ 24<sup>th</sup> of April  
2023 \_\_\_\_\_

Position held: Family support worker \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received	__/__/__
Logged	__/__/__
Our Reference Number	
Acknowledgement sent	__/__/__
RFO review deadline	__/__/__
RFO review complete	
Councillor appointed	__/__/__
Reviewing Councillor	
Councillor review deadline	__/__/__
Councillor review complete	
Grants this year	
Category	
Date of meeting for decision	__/__/__
Council decision	
Amount awarded	
Outcome letter sent	__/__/__
Payment made	__/__/__
3-month check date	__/__/__
Report received	
Final check date	__/__/__
Report received	

<b>RFO Comment</b>	<p>Due to the absence of any supporting documentation, meant I could only review public available information on Charity Commission website, companies house, and their own website. Head office is in Birmingham. They have a satellite branch based in Stantonbury School. Their turnover for the past couple of years is over £890,000.00. All of which comes from donations, primarily from the IM Group which is a business owned by the trustees, <a href="#">Lord</a> and Lady Edmiston, and their son. The charity employ a large team and their personnel costs last year were £684,526.00.</p> <p>They have £180,000 cash assets, of which £141,254 is held in unrestricted funds/reserves.</p>
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	<p>Consideration should be given to the fact that the application is for £600 to cover the cost of the 3 garden boxes and the £400 of soil/seeds will be obtained from garden centres. There is no match funding currently being put forward.</p> <p>I recommend establishing what long-term support will be offered for the school gardens, and how they will be maintained.</p> <p>I have attached information from charity commission, companies house, and their website <a href="https://www.grace-foundation.org.uk/contact/">https://www.grace-foundation.org.uk/contact/</a></p>
<b>Councillor Comment</b>	

# Councillor Grant Questions

Grant application: GRACE FOUNDATION

Councillor: LINDA MORGAN

Are you applying for a grant from any other Parish or MKC? If so who?	No
Does the group get any financial help from anywhere else? Fundraising, donations, MKC etc.	DONATIONS FROM IN GROUP - See trustees Annual report
Has the group had a grant from SPC previously? If so how much and when?	No
Is this an umbrella group? Will another group benefit from the grant?	NO
Has the group done research to get the best price for what they want to use the grant for.	YES
Has the group provided detailed accounts? <ul style="list-style-type: none"> <li>• If so have you gone through them in detail?</li> <li>• If you do not understand them talk to RFO.</li> <li>• How much working capital do they have?</li> </ul>	✓ ✓ £141,254
How will the group support themselves over the next year?	Via reserves + other donations
Is there any other way the Parish Council can help? Advertising etc	✓
How often does the group meet?	weekly

Do the group members pay any subscription?	No
Can they match fund?	Match fund by way of Pukoe running of project
Have you invited to pitch at main meeting? Above £250.00	Yes

**Councillors notes**

Very positive meeting impressed by the idea they are going to have the pupil grow the vegetables & then take them home

The maintenance of the project will be down to the foundation & they are very happy to ensure the area is really looked after at all times

I personally don't believe we should ask them to pitch and there are also other opportunities for SPC & see foundation to work together in the future ~~with~~

Signed: Hughes

Dated: 15.6.23

13<sup>th</sup> June 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 17th May 2023 at 7.00pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX For the purpose of transacting the business as set out below.

**Minutes**

		<b>Actions</b>
	Chair's Welcome and Introduction to meeting - <b>Chair apologised for the delay start.</b>  <b>The meeting started 7:40 PM</b>	
01/23	<b>Present:</b> Cllr Sandra Kennedy Cllr Peter Kirkham Cllr Linda Morgan - Chair Cllr Carol Northwood - Vice-Chair Cllr Ann Ronaldson Cllr Kevin Smith Cllr Paul Baxter Cllr Derek Northwood  Donna Moore – Clerk Sarah Espey – Responsible Financial Officer  One member of the public.	
02/23	<b>Apologies for Absence:</b> Cllr Abid Anwar – <b>8 votes to accept apologies.</b> Cllr Judy Kite – <b>8 votes to accept apologies.</b>	<b>Resolved</b>
03/23	<b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. – <b>None.</b>	
04/23	<b>Public Forum for members of the public to speak:</b> 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. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). – <b>None.</b>	
05/23	Chair's Remarks: <b>None.</b>	
06/23	<b>Minutes:</b> Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 19 <sup>th</sup> April 2023 at 7pm – <b>7 votes in favour, 1 abstained.</b>	<b>Resolved</b>

	<p><b>General Purpose Committee 2022-2023</b> to approve and sign the Minutes of the General Purpose Committee Meeting held on Wednesday 14<sup>th</sup> December 2022 at 10:30am (PK,AA,SK) – <b>Minutes got deferred to the next meeting as only 2 councillors present. - Agreed to defer 7 votes for 1 abstained.</b> <b>Resolved</b></p> <p><b>Allotment Committee 2022-2023</b> to approve and sign the Minutes of the Allotment Committee Meeting held on Monday 20<sup>th</sup> March 2023 at 7.00pm (SK,PM,LM,CN) – <b>4 votes in favour.</b> <b>Resolved</b></p>	DM
07/23	<p><b>Risk Register and Assessment:</b> Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p> <ul style="list-style-type: none"> <li>Update on Parish Office roof. - <b>Clerk updated Council that the roof has now been fixed.</b></li> </ul> <p><b>Noted</b></p>	
08/23	<p><b>Reports:</b> Enforcement Officer Report – <b>Agreed 8 votes for.</b> Parish Ranger Report – <b>Agreed 7 votes for, 1 abstained.</b> Crimewave Report March and April – <b>Agreed 8 votes for.</b></p> <p><b>Chair asked councillors for any comments reference the reports, only question was to understand the process of the deployment of the cameras.</b></p> <p><b>Agreed</b></p>	
09/23	<p><b>Finance Reports:</b></p> <ol style="list-style-type: none"> <li>Quarterly Income and Expenditure – <b>Agreed 8 votes for.</b></li> <li>Quarterly Transactions over £500 – <b>Agreed 8 votes for.</b></li> <li>Budget Variance Report Year End 31.03.23 – <b>Agreed 8 votes for.</b></li> <li>Payments Due over £1000 April 2023 for retrospective approval – <b>Agreed 8 votes for.</b></li> <li>Payments Due over £1000 May 2023 – <b>Agreed 8 votes for.</b></li> <li>To retrospectively approve payment made £2151.60 to Breakthrough Communications Limited. - <b>Agreed 8 votes for.</b></li> <li>Bank Summary as at 31<sup>st</sup> March 2023 – <b>Agreed 7 votes for, 1 abstained.</b></li> <li>Bank Summary as at 30<sup>th</sup> April 2023 - <b>Agreed 7 votes for, 1 abstained.</b></li> <li>Payments Made to 31<sup>st</sup> March 2023 – <b>Agreed 7 votes for, 1 abstained.</b></li> <li>Payments Made to 30<sup>th</sup> April 2023 – <b>Agreed 7 votes for, 1 abstained.</b></li> <li>Community Hub Summary Expenditure Year End 2022/23 – <b>Agreed 7 Votes for, 1 abstained.</b></li> <li>Community Hub Detail Expenditure Year End 2022/23 – <b>Agreed 7 votes for, 1 abstained.</b></li> <li>Community Hub Summary Expenditure YTD 2023/24 – <b>Agreed 8 votes for.</b></li> </ol> <p><b>Chair asked councillors for any comments for the reports, only question was to understand what service Breakthrough Communication was providing.</b></p> <p><b>Resolved</b></p>	



10/23	<p><b>Year End Allocation of Reserves:</b> Full Council to vote to accept the Allocations of Reserves – <b>RFO explained process to all Councillors. – 8 votes in favour.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
11/23	<p><b>Meet the Councillors event:</b> Council to acknowledge suggestions made from residents and to discuss which ones they would like to consider.</p> <p><b>Cllr Kennedy proposed to defer item to next Community Projects meeting due to looking into each suggestion received – Cllr Ronaldson seconded.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>DM</b>
12/23	<p><b>Code of Conducts Complaints:</b> Full Council to be made aware of 2 Code of Conduct complaints that have been received by Milton Keynes City Council.</p> <p><b>Clerk made Council aware 2 Code of Conducts complaints have been received – Councillors acknowledged.</b></p> <p style="text-align: right;"><b>Noted</b></p>	
13/23	<p><b>S106 Funding:</b> S106 Funding has been awarded to Stantonbury Parish Council for the paving at the Community Hub – <b>Council made aware that funding will be received within 4-6 weeks and Full Council praised the RFO.</b></p> <p style="text-align: right;"><b>Noted</b></p>	
14/23	<p><b>Candidate Questions for Oakridge Park Vacancy:</b> Following the completion of the co-option pack Council to ask the candidate any questions.</p> <p><b>Candidate introduction himself and explain why he would like to be considered. Councillors was asked did they have any questions. No questions were asked.</b></p> <p><b>The decision for Co-option is agenda item 20/23.</b></p> <p style="text-align: right;"><b>Noted</b></p>	
15/23	<p><b>Parish Office Roof:</b> Full Council to retrospectively agree the additional charge for roof repairs at £2,280.00.</p> <p><b>Clerk explained upon removing sections of the roof, some additional work was required, there are now 2 invoices to pay, this invoice is for the additional work only - 8 votes in favour.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
16/23	<p><b>Community Hub:</b> Full Council to discuss the option of purchasing Fabric Acoustic Panels for the ceiling at the Community Hub.</p> <p>a) Committee to agree which option. - <b>Council went through options after long discussion Option A was agreed size 40mm – 8 votes for.</b></p>	<b>ST</b>

	<p>b) Committee to agree Parish Rangers / Councillors to install. – <b>A resident (JW), Councillor Baxter, and Smith offered to help the Rangers install the panels – Agreed 7 votes for 1 abstained.</b></p> <p>c) Committee to agree what colour to have on the panels. – <b>Council agreed Colour white. - 8 votes for.</b></p> <p><b>Request to check if the installation clips can be white.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
17/23	<p>a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). – <b>8 votes for.</b></p> <p>b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – <b>8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
<b>Confidential - Part 2 - Consideration of matters related to the following items:</b>		
18/23	<p><b>Minutes:</b> To approve and sign the Extraordinary Minutes meeting held on Wednesday 22<sup>nd</sup> March 2023 – <b>Clerk went through the Draft minutes, Council would like to defer the signing of the minutes to get some advice from Milton Keynes City Council and the Ward Councillor who attended the meeting. 8 votes agreed to defer.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	DM
19/23	<p><b>Update on Peninsula:</b></p> <p>a) Council to receive update from Clerk. <b>Clerk made Council aware the matter is being dealt with and has potentially concluded.</b></p> <p>b) Full council to authorise RFO to pay expenditure if required before the next Main Meeting. – <b>8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
20/23	<p><b>Oakridge Park Vacancy:</b> To discuss and vote for the Co-option vacancy. <b>Chair asked Councillors how they wished to vote, it was agreed to accept the candidate as Co-opted councillor – 8 votes in favour.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	

Meeting closed 9pm.

22<sup>nd</sup> December 2022

**General Purposes Committee Meeting**  
held on **14<sup>th</sup> December 2022** at **10.30am**  
at **Stantonbury Parish Office, 126 Kingsfold, Bradville,**  
**For the purposes of transacting the business as set out below.**

**Minutes**

<b>Committee Members:</b>	
Cllr Peter Kirkham - Chair	Cllr Edward Seaborne
Cllr Abid Anwar	Cllr Sandra Kennedy

	<b>Welcome and Introduction to General Purposes Committee meeting.</b>	<b>Actions</b>
18/22	<p><b>Present:</b> Cllr A Anwar (AA) Cllr P Kirkham (PK)-Chair Cllr E Seaborne (ES)</p> <p>Cllr J Kite – Non-Committee member Cllr P McGahan Non-Committee member Cllr C Northwood – Non-Committee member Cllr A Ronaldson – Non-Committee member Cllr D Northwood – Non-Committee member</p> <p>S Espey - RFO K Fane - Minute taker D Moore - Clerk D Outram - Parish Ranger Supervisor</p>	
19/22	<b>Apologies for Absence:</b> - Cllr S Kennedy – <b>Agreed by 3 votes for.</b>	
20/22	<b>Declarations of Interest:</b> - None.	
21/22	<p><b>Public Forum for members of the public to speak:</b> 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. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). <b>None.</b></p>	
22/22	<p><b>Minutes:</b> To approve and sign the Minutes of the General Purposes Committee held on <b>27<sup>th</sup> July 2022. Agreed by 3 votes for.</b></p>	
23/22	<p><b>Update on previous Agenda items:</b> Clerk to update committee on the below previous agenda items. <b>Clerk advised the committee of the update on projects</b></p> <ul style="list-style-type: none"> <li>09/22 Building CCTV and security. <b>Contract now with Tickfords. Noted.</b></li> </ul>	

Signature:.....Date:.....

	<ul style="list-style-type: none"> <li>10/22 IT Project. <b>Clerk advised deadline has been missed as the current supplier has produce their invoices for next year. We are required to give them 3-month notice. Discussion followed and the Clerk is to continue working on the tender.</b></li> <li>11/22 Rangers Electronic Devices. <b>Clerk advised the signal issue is unlikely to do with tablet as our Enforcement Officer has the same issue. Cllr Anwar recommended to look at trading the tablets in, Clerk will report back.</b></li> <li>12/22 Mobile phones. <b>Clerk advised JH now has a mobile phone. All SIM cards are now with O2. RFO advised review done back in November which resulted in a very good deal. Information noted.</b></li> <li>13/22 Parish Flag. <b>Parish Rangers unsure on installation. Supplier quoted to install. Need underground utilities map to aide installation.</b></li> </ul>	<p><b>DM</b></p> <p><b>DM</b></p> <p><b>KF/DO/DM</b></p>
24/22	<p><b>Dog waste Bins.</b> To discuss and agree to replace 6 dog waste bins of a total cost of £1450.00. <b>Parish Rangers carried out an assessment of all the bins and found 6 bins need replacing and 3 of those bins needs to be larger.</b></p> <p><b>Committee agreed 4 votes for to replace 6 dog waste bins and the bin in Oakridge Park needs to be red to match all our bins.</b></p>	<b>RFO</b>
25/22	<p><b>Community Hub equipment:</b> Committee to agree to purchase Blinds for the Community Hub - <b>Clerk advised Council to note Option C did NOT include fitment and confirmed its 2 blinds on each window not 1.</b></p> <p><b>Vote for option as follows:-</b></p> <p>Vote for option A - <b>0 votes.</b> Vote for option B - <b>Agreed 3 votes for.</b> Vote for option C - <b>0 votes.</b></p>	<b>ST</b>
26/22	<p><b>Parish Toyota van:</b> Committee to discuss concerns regarding the Toyota Van. <b>Parish Ranger Supervisor voiced concerns over Toyota van which included:</b></p> <ul style="list-style-type: none"> <li><b>In and out of garage several times.</b></li> <li><b>Can't use tipper.</b></li> <li><b>Have not got shredder</b></li> </ul> <p><b>Following discussion – felt no business case to consider changing at present and to wait and see what decision is made with Devolved Services Landscaping.</b></p>	

Signature:.....Date:.....

27/22	<p><b>Community Hub Chairs:</b> Committee to retrospectively agree to purchase 50 chairs for the Community Hub for a total cost of £2297.00. <b>Agreed by 3 votes for.</b></p>	
28/22	<p><b>Security at Community Hub:</b> Committee to discuss and agree to install CCTV at Community Hub and Annual maintenance</p> <p>Vote for option A Vote for option B</p> <p><b>Clerk advised quotes received from 2 suppliers. Cllr Seaborne requested sight of quotes and, having read advised the Committee there is difference in the cameras.</b></p> <p><b>Resolution-Agreed by 3 votes for Cllr Seaborne to contact both suppliers with outstanding questions.</b></p> <p><b>Information to be given back to the Clerk for a future meeting.</b></p>	<b>ES/DM</b>

Meeting Finished at 11.26 am

Signature:.....Date:.....

14<sup>th</sup> June 2023

Minutes of the **Annual Meeting** for Stantonbury Parish Council held on **Wednesday 17th May 2023 at 6.00pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX  
For the purpose of transacting the business as set out below.

**Minutes**

<b>Welcome and Introduction to meeting</b>		
1/23	<p><b>Present:</b> Cllr Sandra Kennedy Cllr Peter Kirkham Cllr Linda Morgan - voted Chair Cllr Carol Northwood - voted Vice-Chair Cllr Ann Ronaldson Cllr Kevin Smith Cllr Paul Baxter Cllr Derek Northwood</p> <p>Donna Moore – Clerk Sarah Espey – RFO</p> <p>2 members of the public</p>	
2/23	<p>To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office:</p> <p><b>Cllr Kirkham proposed Cllr Morgan for Chair. Cllr Kennedy seconded. – Agreed by 8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
3/23	<p>To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office:</p> <p><b>Cllr Ronaldson proposed Cllr C Northwood for Vice-Chair – Agreed by 8 votes.</b> <b>Cllr Baxter proposed Cllr Smith for Vice Chair – Cllr Smith declined position.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
4/23	<p>Councillors to sign their Declaration of Acceptance of Office. – <b>Clerk informed Chair, all councillors present in the meeting and Councillor Kite Declarations of Acceptance of Office have been signed.</b> <b>Clerk ask the council to consider allowing councillor Anwar an extension to sign his form until the next main meeting. – Agreed 7 votes for 1 abstained.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>DM</b>
5/23	<p><b>Apologies for Absence:</b> Cllr Abid Anwar (AA) – <b>8 votes to accept apologies.</b> Cllr Judy Kite (JK) – <b>8 votes to accept apologies.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	

Signature:..... Date:.....

6/23	<p><b>Public Forum for members of the public to speak:</b> <i>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. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g).</i></p> <p><b>Resident thanked the Parish for replacing padlock at the Allotment site. They also mention they had concerns with the approach on the letters to Allotment holders, and perhaps if the Parish Council could consider a change in the way they approach allotment tenants and to take into consideration those who have personal issues. – Chair acknowledge the comments and will pass them to the Allotment Committee to discuss.</b></p>	DM/ST
7/23	<p><b>Declarations of Interest:</b> <i>Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. - None.</i></p>	
8/23	<p><b>Councillor Allowances and Expenses Policy:</b> Council to discuss and adopt Councillor Allowances and Expenses Policy CAESPC170523. <b>Chair asked the councillors did they have any comments to raise, no comments received - 8 votes for in favour.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
9/23	<p><b>Councillors Allowance:</b></p> <p>a) Does the Chair wish to claim the full <b>Chair</b> allowance £1754.00. - <b>YES</b></p> <p>b) Does the Chair wish to claim the full <b>Basic</b> allowance £877.00. - <b>YES</b></p> <p>c) Do the elected Councillors wish to claim the full <b>Basic</b> allowance £877.00. – <b>YES for all.</b></p> <p><b>Chair requested to claim both Chair and Basic allowance.</b></p> <p><b>Chair asked councillors do they wish claim for Basic allowance.</b> <b>All requested to claim the allowance.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	RFO/DM
10/23	<p><b>Standing Orders:</b> To approve and adopt the Standing Orders for Stantonbury Parish Council</p> <p><b>Councillors raised a query with section 25, and the Standing Orders not being gender inclusive.</b></p> <p><b>Vote to defer Standing Orders till next meeting and for the Clerk to look into section 25 and to check its gender inclusive. – Agreed 8 Votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	DM

Signature:..... Date:.....

11/23	<p><b>Financial Regulations:</b> To approve and adopt the Financial Regulations for Stantonbury Parish Council <b>Chair asked was there any comment, no comments or questions was asked. Council agreed the Financial Regulations - 8 votes in favour to adopt.</b></p> <p style="text-align: right;"><b>Resolved</b></p>										
12/23	<p><b>Risk Register:</b> To approve and adopt the Risk Register for Stantonbury Parish Council – <b>A Councillor raised a query on page 2, there was a type, Councillors agreed to the amendment - 8 votes in favour to adopt Risk Register.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	JH/DM									
13/23	<p><b>Code of Conduct:</b> To approve and adopt the Code of Conduct for Councillors and Co-opted Councillors Policy for Stantonbury Parish Council – <b>Chair asked was there any comments for the Code of Conduct, no comments or questions was asked - 8 votes in favour to adopt.</b></p> <p style="text-align: right;"><b>Resolved</b></p>										
14/23	<p><b>Dissolved Devolved Service Committee:</b> Council to discuss dissolving Devolved Services Committee – <b>After a long discussion, the Council agreed to transfer all the Devolved Service Committees responsibility to General Purpose Committee for them review on their Terms of Reference. – 8 votes for.</b></p> <p><b>Full Council agreed to dissolved Devolved Services Committee – 8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>										
15/23	<p><b>Committees:</b></p> <p>a) Council to review committee structure and agree how many members on each committee. <b>Council acknowledges the recommendation from the Internal Auditor to increase all committees structures to 5 members. The Council wish however for Community Projects Committee to remain as Full Council involvement – Agree 8 votes for.</b></p> <p>b) Council to appoint members to each committee. <b>Chair asked councillors to raise a hand if they would like to be added to the committee, table below shows the results.</b></p> <p><b>For Human Resources Committee there was too much interest, we placed it to a vote. Results are also in the table.</b></p> <p style="text-align: right;"><b>Resolved</b></p> <table border="1" data-bbox="225 1823 1348 2040"> <thead> <tr> <th>Committees</th> <th>How many councillors per committee</th> <th>Councillors request to be on committee</th> </tr> </thead> <tbody> <tr> <td>Allotment Committee</td> <td>5</td> <td>SK/CN/DN/PB/LM</td> </tr> <tr> <td>Community Projects Committee</td> <td>FULL COUNCIL</td> <td>All</td> </tr> </tbody> </table>	Committees	How many councillors per committee	Councillors request to be on committee	Allotment Committee	5	SK/CN/DN/PB/LM	Community Projects Committee	FULL COUNCIL	All	
Committees	How many councillors per committee	Councillors request to be on committee									
Allotment Committee	5	SK/CN/DN/PB/LM									
Community Projects Committee	FULL COUNCIL	All									

Signature:..... Date:.....



	<table border="1"> <tr> <td>Finance Committee</td> <td>5</td> <td>AR/KS/PK/JK + 1 vacant</td> </tr> <tr> <td>Devolved Services Committee</td> <td>N/A See MM 14/23</td> <td></td> </tr> <tr> <td>General Purposes Committee</td> <td>5</td> <td>PK/PB/KS/AR/AA</td> </tr> <tr> <td>Human Resources Committee</td> <td>5</td> <td>JK/AR/SK/KS/SN</td> </tr> </table>	Finance Committee	5	AR/KS/PK/JK + 1 vacant	Devolved Services Committee	N/A See MM 14/23		General Purposes Committee	5	PK/PB/KS/AR/AA	Human Resources Committee	5	JK/AR/SK/KS/SN	
Finance Committee	5	AR/KS/PK/JK + 1 vacant												
Devolved Services Committee	N/A See MM 14/23													
General Purposes Committee	5	PK/PB/KS/AR/AA												
Human Resources Committee	5	JK/AR/SK/KS/SN												
16/23	<p><b>To appoint representatives on the under mentioned bodies as required:</b></p> <p><b>Chair asked for volunteers to be appointed as these representatives.</b></p> <p>a) To attend Parishes Forum meetings (2 members). – <b>Cllr Kennedy + 1 Vacant</b></p> <p>b) To review Planning Consultation/Notification from Milton Keynes City Council (5 members). – <b>Cllr Morgan / Smith / Ronaldson / Baxter + 1 Vacant</b></p> <p style="text-align: right;"><b>Agreed</b></p>													
17/23	<p><b>Schedule of Meetings for 2023-2024:</b> Council to agree the Schedule of Council Meetings for 2023-2024.</p> <p><b>Council agreed to all the Main meeting dates and the 1<sup>st</sup> committee dates but wish for the rest of the meetings to be agreed by the appropriate committees.</b></p> <p><b>Cllr Kennedy proposed to not have Annual Meeting and Main Meeting on the same night again Cllr Ronaldson seconded – Agreed 8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>													
18/23	<p><b>General Power of Competence:</b> General Power of Competence – to approve the following resolution:</p> <p>In accordance with Sections 1-8 of the Localism Act 2011, Stantonbury Parish Council confirms that it meets the prescribed conditions and is eligible to use the General Power of Competence. Eligibility to use the power will last from 17th May 2023 until the next Annual Meeting of Council.</p> <p><b>Clerk explained we now meet the criteria, Councillors raised no concerns – 8 votes in favour to use General Power of Competence.</b></p> <p style="text-align: right;"><b>Resolved</b></p>													
19/23	<p><b>Assets Register:</b> Council to review the Council assets register.</p> <p><b>Chair asked Councillors to review the register – All agreed 8 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>													

Signature:..... Date:.....

20/23	<p><b>Insurance:</b> To discuss and agree which insurance company to use for next 3 year. –</p> <p><b>RFO went through backing paper and answered the questions, Full Council went through options and agreed for Option 1, to remain with the existing supplier. 8 votes in favour.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
-------	--	--

Meeting closed 7:20pm

Signature:..... Date:.....

## **Rangers report May 2023**

### **Tip runs: -**

12 tip runs totalling 1180KG. 980KG of this was from path clearing, hedge cutting and tree pruning.

### **Coronation Celebrations**

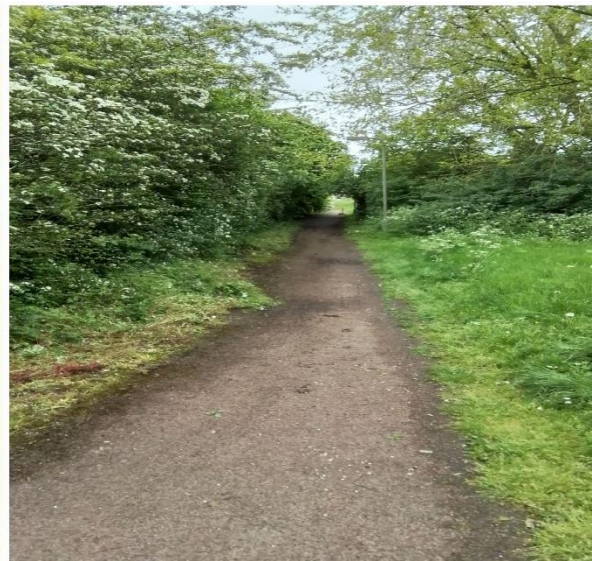
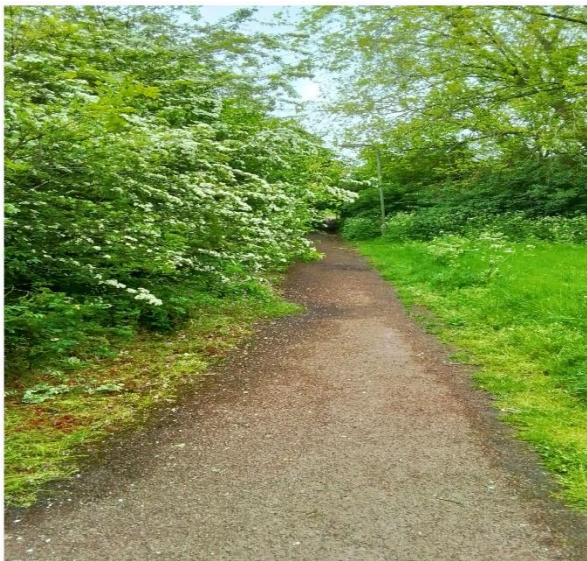
On Sunday 7<sup>th</sup> May 2023 we held our Coronation party at The Community Hub Bradville. With free cupcakes, mugs, face painting, arts and crafts, Bouncy castles, and circus skills. Well done to everyone involved a great day was had by all.



### **Pathway and hedge cutting**

Below are some examples of the pathways and hedges that have been cut back this month.

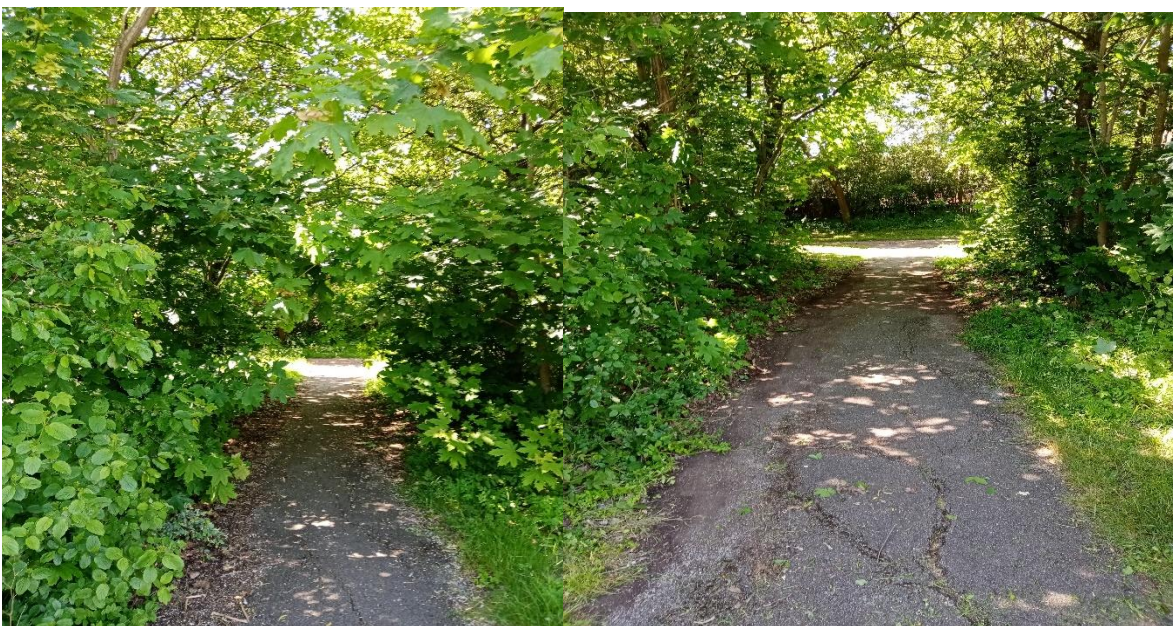
#### **Back of Woodend School Stantonbury**



Bancroft



Bradville





Mercers Drive Bradville



Stantonbury



## Nitrous Oxide bottles

We have found a large number of Nitrous oxide bottles thought the parish this month. I have informed TVP where they have been found.



## TSID



The TSID has been up on Walshs Manor Stantonbury for two weeks and recorded a top speed of 40MPH at 14.25 on the 18.05.23 In the two weeks that it was up a total of 16485 cars have passed the TSID.

David Outram

Ranger supervisor

May 2023 Update

**Cameras currently deployed:**

- Tyrill, Stantonbury (Taken Down)
- Althorpe Crescent, Bradville (Taken Down)
- Albany Court, Stantonbury
- Bandford Road, Bradville
- Kingsfold, Bradville



**Tyrill, Stantonbury:**

- This camera is in place due to reports of ASB, crime, motorbike activity and suspicious behaviour within the area.
- This camera has now been redeployed to Bandford Road, Bradville.

**Althorpe Crescent, Bradville:**

- This camera is in place due to reports of suspicious activity/behaviour within the area.
- We have been in regular contact with the PCSO for the area to gain any intelligence. We have been reviewing footage for the van activity within the area.
- This camera has now been redeployed to Kingsfold, Bradville.

**Albany Court, Stantonbury:**

- This camera is in place due to environmental issues.
- On the 27<sup>th</sup> May 2023, we observed a littering offence from the driver of a vehicle. We have produced an evidence pack and supplied this to Milton Keynes Environmental Crime Unit for investigation.
- We are continuing to review this camera regularly.

**Bandford Road, Bradville:**

- This camera is in place due to environmental issues.
- We are continuing to review this camera regularly.

**Kingsfold, Bradville:**

- This camera is in place due to reports of ASB, drug issues and youths being approached within the area.
- We are continuing to review this camera regularly.

**Payments Due over £1000**

Stantonbury Parish Council  
June 2023

<b>Contact</b>	<b>Description</b>	<b>Total</b>
Marcus Young	Waste management	£ 1,086.72
Milton Keynes City Council	Installation of Benches	£ 1,200.00
SoundSorba	CH Acoustic Panels	£ 4,137.44
Crimewave Limited	CCTV Services	£ 5,526.00
<b>Total Aged Payables</b>		<b>£ 11,950.16</b>

**Signature:** ..... **Date:** .....

**Chair - Stantonbury Parish Council**

**Signature:** ..... **Date:** .....

# Stantonbury Parish Council - Bank Summary

## Bank Summary

Stantonbury Parish Council  
From 1 May 2023 to 31 May 2023

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	249,679.15	25,800.61	0.00	275,479.76
Charity Bank	122,135.74	0.00	0.00	122,135.74
Co-operative Bank Current	241,433.87	19,218.44	74,572.19	186,080.12
Nationwide Savings	137,855.20	0.00	0.00	137,855.20
Petty Cash	39.26	292.50	210.30	121.46
Santander Current	1,387.23	0.00	0.35	1,386.88
Santander Savings	124,016.21	268.08	0.00	124,284.29
Soldo Prepaid Debit Cards	999.98	525.98	452.66	1,073.30
SUMUP Card Charges Taken at Source	0.00	2.66	2.66	0.00
Unity Trust Bank - Instant Access Account	126,224.49	0.00	0.00	126,224.49
<b>Total</b>	<b>1,003,771.13</b>	<b>46,108.27</b>	<b>75,238.16</b>	<b>974,641.24</b>

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

## Payments Made

Stantonbury Parish Council

For the period 1 May 2023 to 31 May 2023

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02 May 2023	Caked to Perfection	£ 185.00
02 May 2023	Soldo DD	£ 12.60
03 May 2023	Wave DD	£ 33.62
04 May 2023	Milton Keynes Play Association	£ 432.50
04 May 2023	O2 DD	£ 49.26
04 May 2023	Xero (UK) Ltd	£ 51.60
05 May 2023	Aldi	£ 1.25
05 May 2023	British Gas DD CH GAS	£ 53.41
05 May 2023	hobbycraft	£ 4.00
08 May 2023	Aldi	£ 6.12
08 May 2023	Aldi	£ 32.80
08 May 2023	Argos	£ 18.00
09 May 2023	British Gas DD CH Elec	£ 17.31
10 May 2023	BrightHR DD	£ 99.62
10 May 2023	British Gas DD CH Elec	£ 51.06
10 May 2023	O2 DD	£ 31.68
11 May 2023	Brinnick Locksmiths and Security Ltd	£ 12.00
11 May 2023	SumUp Payments	£ 2.16
12 May 2023	Aldi	£ 5.57
12 May 2023	Heart Internet DD	£ 11.99
15 May 2023	Aldi	£ 1.55
15 May 2023	British Gas DD CH GAS	£ 155.07
15 May 2023	fuelGenie DD	£ 100.01
15 May 2023	Post Office	£ 13.50
16 May 2023	Brinnick Locksmiths and Security Ltd	£ 60.00
16 May 2023	British Gas DD CH GAS	£ 144.16
16 May 2023	Santander	£ 0.35
17 May 2023	Aldi	£ 4.54
17 May 2023	Go Outdoors	£ 14.00
17 May 2023	Steven Eagell Toyota MK	£ 438.00
17 May 2023	SumUp Payments	£ 0.25
18 May 2023	Amazon	£ 10.76
18 May 2023	Amazon	£ 14.34
18 May 2023	Amazon	£ 25.50
18 May 2023	Amazon	£ 28.97
18 May 2023	Bank Transfer from Co-operative Bank Current to Soldo Prepaid Debit Cards	£ 500.00
18 May 2023	BHIB Insurance	£ 2,965.92
18 May 2023	Bill's Minibus & Coach Hire Limited	£ 595.00

18 May 2023	Bill's Minibus & Coach Hire Limited	£ 2,780.00
18 May 2023	Broxap	£ 578.40
18 May 2023	Broxap	£ 1,149.60
18 May 2023	Buckinghamshire & Milton Keynes Association of Local Councils	£ 10.00
18 May 2023	Buckinghamshire & Milton Keynes Association of Local Councils	£ 1,599.12
18 May 2023	Bucks LGPS Pension Scheme	£ 4,660.94
18 May 2023	D&L Environmental	£ 700.00
18 May 2023	Disco Bingo	£ 200.00
18 May 2023	Dominos	£ 59.45
18 May 2023	George Browns	£ 118.08
18 May 2023	George Browns	£ 118.80
18 May 2023	George Browns	£ 118.80
18 May 2023	George Browns	£ 118.80
18 May 2023	George Browns	£ 118.80
18 May 2023	HMRC	£ 2,995.48
18 May 2023	Jackie Bennett	£ 279.00
18 May 2023	Locked & Secure	£ 2,251.20
18 May 2023	Marcus Young	£ 921.60
18 May 2023	Marly Roofing Ltd	£ 2,280.00
18 May 2023	Marly Roofing Ltd	£ 5,040.00
18 May 2023	Prontaprint	£ 107.40
18 May 2023	Roman Park Management Limited	£ 1,008.00
18 May 2023	Skyline Taxis	£ 104.94
18 May 2023	Stanair Industrial Door Services Ltd	£ 168.23
18 May 2023	Trade UK	£ 3.28
18 May 2023	Trade UK	£ 9.90
18 May 2023	Trade UK	£ 13.50
18 May 2023	Trade UK	£ 18.00
18 May 2023	VB Flooring Ltd	£ 1,170.00
19 May 2023	Bank Transfer from Co-operative Bank Current to CCLA PSDF	£ 25,000.00
22 May 2023	Aldi	£ 2.50
22 May 2023	Aldi	£ 2.74
22 May 2023	Aldi	£ 7.57
22 May 2023	Flagmakers	£ 60.42
23 May 2023	Bank Transfer from Petty Cash to Co-operative Bank Current	£ 185.00
23 May 2023	D R DECORATING	£ 402.50
24 May 2023	Aldi	£ 1.99
24 May 2023	Amazon	£ 30.00
24 May 2023	COOP	£ 3.00
24 May 2023	PHS Group DD	£ 25.52
24 May 2023	Tesco	£ 1.25
25 May 2023	Argos	£ 21.00

25 May 2023	D R DECORATING	£ 1,207.50
25 May 2023	KWIK FITSTRATFORD ROADWOLVERTONMK125LJ GBR	£ 192.50
25 May 2023	Roots	£ 78.00
25 May 2023	SumUp Payments	£ 0.25
25 May 2023	Total Energies DD	£ 334.11
26 May 2023	Councillor Allowances	£ 554.33
26 May 2023	Payroll - Salaries	£ 11,631.36
26 May 2023	Total Energies DD	£ 278.35
29 May 2023	currys	£ 25.98
30 May 2023	Mailchimp	£ 0.71
30 May 2023	Mailchimp	£ 25.83
31 May 2023	COOP	£ 3.50
31 May 2023	Mirus DD	£ 108.00
31 May 2023	Mirus DD	£ 169.46
<b>Total</b>		<b>£ 75,238.16</b>

**Signed:** ..... **Date:**.....

**Chair - Stantonbury Parish Council**

**Signed:**..... **Date:**.....

# Community Hub Expenditure YTD

## Stantonbury Parish Council

For the period 1 April 2023 to 15 June 2023

ACCOUNT	DATE	DESCRIPTION	DEBIT (GBP)	CREDIT (GBP)	RUNNING BALANCE (GBP)
4380 CH Building Maintenance			449.60	-	449.60
4381 CH Hall/Cafe Equipment			28.77	3.48	25.29
4385 CH Utilities			600.08	-	600.08
4388 CH Cleaning			460.11	-	460.11
4389 CH Security/Fire Services			144.96	-	144.96
4390 CH Reserves £7000 + £2851 + £2088 2023/24 Reserves			7,747.68	-	7,747.68
<b>Total</b>			<b>9,431.20</b>	<b>3.48</b>	<b>9,427.72</b>

This report uses the most up-to-date exchange rate data available from XE.com to convert foreign currency to base currency, unless you've entered your own rate.

Document No: SOSPC170523



STANTONBURY  
PARISH  
COUNCIL

# STANDING ORDERS

Signed:  
The Chair of Stantonbury Parish Council

Date:



## Document History

Reviewed using NALC Model Standing Orders 2020 (England)	14/10/2020
EU Regulations Review	Jan 2021
Reviewed at Annual Meeting	19/05/2021
Adopted at Main Meeting	08/07/2021
Reviewed using NALC Model Standing Orders 2022 (England)	May 2022
Reviewed By General Purpose Committee and recommended to Main Meeting to Adopt	12/05/22
Adopted at Annual Meeting	18/05/22
Clerk Review against NALC	09/05/23
Review at Annual - Deffered	17/05/23
Review and approved at Main Meeting	21/06/23

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## 1. RULES OF DEBATE AT MEETINGS

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

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

## **2. DISORDERLY CONDUCT AT MEETINGS**

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

### 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (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 raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the**

meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in **his/her/their** absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their 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<sup>1</sup>, 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/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

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<sup>1</sup> Please refer to section 8 – Voting on Appointments.

- 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/her/their right to participate and vote on that matter.**

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

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

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

- x A meeting 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 4 hours before the meeting that they are unable to attend; The council will only accept Work commitments, Health, Holiday, and Family Emergency for an acceptable reason to not attend a meeting they have been summonsed to.

- 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/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/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/her/their 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 Member Allowances;
  - xvii. Review of the Council's complaints procedure;
  - xviii. 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*);
  - xix. Review of the Council's policy for dealing with the press/media;
  - xx. Review of the Council's employment policies and procedures;
  - xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxii. 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/sub-committee may convene an extraordinary meeting of the committee/sub-committee at any time.
- d If the chair of a committee/sub-committee does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee/sub-committee, any (2) members of the committee/sub-committee may convene an extraordinary meeting of the committee/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 (2) 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/sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council, **the Council will count the vote as a blind vote** and if 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 (7) 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 (7) 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/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/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, the chair 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/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
● e **If the Council's gross annual income or expenditure (whichever is higher) does not**

- **exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 

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

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless 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.
- 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/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 (7) days before the meeting confirming **his/her/their** 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/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (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/her/their** absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

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

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 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 / RFO in the presence of at least one councillor from finance committee 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/sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee/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 Human Resources (HR) committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the (HR) committee or in **their** absence, a member of the (HR) committee of absence occasioned by illness or other reason and that person shall report such absence to the (HR) committee at its next meeting.

- c The chair of the (Full / HR) committee or in **their** absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the (FULL /HR) committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the (HR) committee or in **their** absence, a member of the (HR) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the (HR) committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's job title relates to the chair or vice-chair of the (HR) committee, this shall be communicated to another member of the (HR) committee, which shall be reported back and progressed by resolution of the (HR) 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 **their** personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

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

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

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

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

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

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

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

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

**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 (2) 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.

Stantonbury Parish Council  
Governance and Internal Controls  
Internal Audit Report  
2022/23

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Audit dates	17 & 24May 23	Auditor	Margaret Sheppard (FCCA)
Draft Report Issued	05/06/2023	Clerk	Donna Moore
Responses Received	08/06/2023		
Final Report Issued	14/06/2023		Responsible Financial Officer / Clerk
		Distribution	Parish Councillors

The matters raised in this report are only those that came to our attention during our internal audit work and are not necessarily a comprehensive statement of all weaknesses that exist, or all of the improvements that may be required. While every care had been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Parish Councillors of Stantonbury Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise this report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report is not prepared and is not intended for any other purpose.

## Executive Summary

### 1.1 Introduction

A final review of Governance and Internal Controls and the AGAR was undertaken as part of the approved internal audit periodic plan for 2022/23. The period covered was from April 2022 – March 2023.

The object of this review was to ensure that Governance continues to be sound and that the appropriate controls, policies, and procedures are in place up to date and completely effective. The Annual Audit of the Annual Governance and Accounting Return was also carried out.

It was pleasing to note that there has been a reduction in the number of recommendations since last year and that the new Clerk has introduced or updated several new policies during the period.

Audit Objective	To ensure that effective Governance and accounting processes have been established and are operating throughout the period.
Risk	Failure to achieve Parish Council Objectives due to the risks to the organisation not being identified, mapped and effectively managed. Ineffective governance at Parish Council Committee or at Operational Level.

### 1.2 Scope of the Review

The purpose of the internal audit is to evaluate the adequacy of control within the system and the extent to which these are applied, with a view to providing an opinion. Control activities are put in place to ensure that the risks to the achievement of the organisation's objectives are managed effectively.

The scope of the review was limited to the areas of examined and to the extent to which they have been applied with a view to providing an opinion to the extent with which risks in this area are managed. Our work does not provide any guarantee against material errors, loss or fraud or provide assurance that material error, loss or fraud does not exist.

The audit was designed to assess the controls in place to manage the objective and are as described in the Annual Governance and Accounting Return.

### 1.3 Conclusion

After considering the issues identified, in our opinion the Parish Council can take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down are operated are consistently applied and effective.

## 1.4 Recommendations Summary

The following tables highlight the number and categories on recommendations made. The action plan in Section 2 details the specific recommendations made as well as agreed management actions to implement them.

Recommendations Made during this audit:

	High	Medium	Low
<b>Total</b>			<b>3</b>

Recommendations Implemented since the previous audit in this area:

Date of Previous Audit March 2022	High	Medium	Low
Number of recommendations made during previous audit	0	2	6
Number of Recommendations Implemented		2	3
Number of Recommendations not Fully Implemented	0	0	3

## 2 Action Plan

Ref	Recommendation	Categorisation	Accepted y/n	Parish Council Comment
3	<p>Steps should be taken to explore ways in which some of the reserves can be used to expedite projects.</p> <p>It was noted however, that £185,602.00 has been allocated towards the 2023/24 budget.</p> <p>While there is a policy in place to review reserves there is no investment policy to show which institutions could and could not be invested in. It is recommended that this policy is drawn up.</p>	Low	Y	<p><i>RFO - The reserves are reviewed at least annually as part of the budget setting process. In January 2023, the Council agreed to use £185,602 of its reserves to contribute to the 2023/24 Budget. There is an amount of £349,724 for specific reserves, and the balance makes up working capital and a general reserve which is equivalent to 3.5 months running costs. This record is kept on Xero the accounting system and is updated at year end.</i></p> <p><i>Clerk to pass on recommendation to finance committee for them to review.</i></p>
8	<p>It was noted that Business Interruption is not in place.</p> <p>It might be worth looking at this as the Hub is now up and running.</p>	Low		
19	<p>While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work should be carried out.</p> <p>It is noted that this has commenced with a full review of staff workloads carried out.</p>	Low	Y	<p><i>Clerk has made Full Council aware will must start the process of staff appraisals, this this been added to the HR Terms of Reference.</i></p>



### 3 Findings and Recommendations

	Controls	Adequate Design	Test Results/Implications	Recommendation	Categorisation
A Appropriate Accounting Records have been Met and Periodic Bank Account					
1	Maintenance and update of financial records	Y	A review of the accounting system confirmed that balances were properly carried forward from the prior year and that closing bank balances agreed to third party records.		
2	Periodic Bank Reconciliations were carried out during the year.	Y	These were carried out monthly and were reviewed quarterly by the internal scrutineer.		
3	Investment Strategy	Y	<p>The Parish Council has a Financial Reserves Policy to ensure funds are available to cover operational and other contingencies, in line with government requirements and for a specific project relating to devolved services.</p> <p>The reserves policy is reviewed and updated annually.</p> <p>From a review of the reserves, it may be that these are too high.</p>	<p>Steps should be taken to explore ways in which some of the reserves can be used to expedite projects.</p> <p>It was noted however, that £185,602.00 has been allocated towards the 2023/24 budget.</p> <p>While there is a policy in place to review reserves there is no investment policy to show which institutions could and could not be invested in. It is recommended that this policy is drawn up.</p>	Low
B Compliance with Financial Regulations					
4	Review the procedures in place for the acquisition of formal tenders and quotes	Y	The existence of this procedure was noted.		

5	Payments are transacted by BACS or other instructions to council bankers	Y	From a sample review it was confirmed that payments were made by BACS, except for a few minor items, All BACS payments require two signatories to approve payment.		
6	Vat reclaims are submitted in a timely manor in line with underlying records and in accordance with current HMRC requirements	Y	A review of accounting records showed receipt of all vat reclaimed under the old system of vat accounting for Parish Councils and that it has correctly been transferred to MTD for VAT.  All receipts have been properly accounted for		
C Assessment of significant risks to achieving objectives					
7	Preparation and adoption of Risk Register	Y	The risk register has now been published on the council website and is reviewed annually.		
8	Ensure that appropriate levels of Insurance Cover are in Place for land/buildings, public, employers and hirers liability, fidelity/employees, business interruption and cyber security	Y	Insurance cover is in place and reviewed annually.	It was noted that Business Interruption is not in place. It might be worth looking at this as the Hub is now up and running.	Low
9	Review the effectiveness of internal controls carried out by the authority	Y	These were reviewed and appear adequate for the risks involved.		
D The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and the reserves were appropriate.					

10	Ensure the full authority has considered, approved, and adopted the annual precept for the coming year,	Y	A review of the minutes confirmed that this was the case.		
11	Ensure that the current year budget reports are prepared and submitted to the authority/committees periodically with appropriate commentary on any significant variances	Y	This is presented on a quarterly basis and is used to set the precept for the following financial year.  A review of the budget documentation showed no unexplained variance arising.		
12	Ensure that the authority has considered the establishment of specifically earmarked reserves and reviews annually as part of the budget process	Y	A review of the minutes and the relevant reserves has established that this is the case.		
13	Ensure that the precept received matched the prior year submission form and the public record of precepted amounts	Y	A review of the forms and public records has established that this was the case.		
E Expected Income was fully received based on correct prices, properly recorded and banked and VAT appropriately accounted for.					
14	Allotments ensure that appropriate signed tenancy agreements	Y	Appropriate records are kept.		

	exist and that an appropriate register of tenancy agreements is maintained identifying that debtors are monitored.				
15	Hall Hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross referenced to invoice raised.	Y	A review of the hirers booking form confirms that this is satisfactory		
16	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide clear audit trail through to invoicing, and recovery of all such invoicing.	Y	Other income is properly invoiced and recovered. It is small in comparison to other income streams.		
G Salaries to Employees and allowances to members were paid in accordance with authority's approvals, and PAYE/NI payments were properly applied					
17	Ensure that, for all staff, a formal employment contract is in place together with confirmation letter setting out any changes to the contract.	Y	From a review of the records, it is confirmed that appropriate records are maintained in relation to all staff.		

18	Ensure that appropriate procedures are in place for the payment of members allowances and deductions of any tax liability	Y	A review of the records confirms that this is the case.		
19	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal points on the NJC scale and also with the contracted hours	Y	Salaries are reviewed by the HR committee and are in line with NJC scales. They are not however, performance related. It was noted that training to improve skillsets was rewarded.	While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work should be carried out. It is noted that this has commenced with a full review of staff workloads carried out.	Low
20	Ensure that appropriate tax codes are being applied to each employee	Y	A review of the records confirms that this is the case.		
21	For a test sample of employees, ensure that the tax is calculated properly	Y	A review of the system confirms that this is the case.		
22	Check the correct treatment of the Pension Contributions, For NI ensure that the correct deductions and employer contributions are applied	Y	A review of the system confirms that this is the case		
23	Ensure that the correct employers pension contribution percentage	Y	A review of the system confirms that this is the case		

	is applied				
24	Ensure that for a test sample, the correct net pay is paid to the employee with tax, NI and pension contributions paid to the respective agencies.	Y	A review of the system confirms that this is the case		
H Asset and investment registers were accurate and properly maintained					
25	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of /no longer in service assets	Y	A review of the system confirms that this is the case.  A full physical count was carried out by council staff and members.		
26	Ensure that the asset value reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new additions or disposals	Y	A review of the system confirms that this is the case		
27	Compare the asset register with the insurance schedule to ensure all assets as recorded are	Y	The asset register was tested against the Insurance schedule of asset.		

	appropriately insured				
J Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and debtors and creditors were properly recorded.					
28	Ensure that appropriate records are maintained throughout the year on an Income and Expenditure Basis	Y	A review of the system confirms that this is the case		
29	Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year end	Y	A review of the system confirms that this is the case		
L The authority publishes information on a free to access website up to date at the time of the internal audit in accordance with relevant legislation					
30	A review should be made of the Authorities Website ensuring that all required documentation is published in accordance with the relevant legislation	Y	A review of the website confirmed that this was the case		
M The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations					
31	An examination should be made of the required public notice ensuring that it clearly identifies the statutory 30 working day period	Y	A review of the records confirms that this was the case		

	when the Authority's records are available for public inspection				
N The authority complied with the publication requirements for the prior year AGAR					
32	It should be ensured that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR	Y	A review of the records confirms that this was the case		



# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## STANTONBURY PARISH COUNCIL

<https://stantonbury-pc.org.uk/> LICELY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken 24/05/2023

Name of person who carried out the internal audit

13/02/2023

18/02/2023

17/05/2023

MARGARET SHEPPARD  
INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

14/06/2023

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

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

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### STANTONBURY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://stantonbury-pc.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### STANTONBURY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	665,863	747,721	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	394,420	442,008	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	19,583	57,615	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	162,902	244,869	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	169,243	205,029	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	747,721	797,446	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	749,710	814,005	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	171,037	183,856	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

15/06/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

STANTONBURY PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYYYY

## **Explanatory Notes to Annual Return Form 3**

### **Items Marked Not Covered.**

#### F – Petty Cash

The majority of small value items are now paid via company debit cards and were reviewed during the review of payments. The amount of Petty Cash expended during the year was less than £1,000 which mainly related to coach trips.

It was not considered material to carry out an in depth review of this area. However, it was covered in the previous audit.

#### K – Council Certifying itself Exempt.

This area is not applicable to Stantonbury Parish Council.

For Project: Walshs Manor 11/05/2023 to 25/05/2023

Max Speed 40 MPH on 18/05/23 at 14:23  
Total Vehicles 16485  
Total Violators 2325

## Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	1105	1120
AM Peak 08:00	78	67
PM Peak 17:00	111	103

## Speed

Speed Limit: 30  
85th Percentile Speed: 19.6  
50th Percentile Speed: 16.2  
10 MPH Pace Interval: 10.0 MPH to 20.0 MPH  
Average Speed: 15.86

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	6	0	3	6	3	0	3
% over limit	0.3	0.0	0.1	0.3	0.1	0.0	0.1
Avg Speeder	32.5	0.0	32.5	35.0	37.5	0.0	32.5
Avg Speed	10.8	11.1	11.2	10.4	10.5	10.7	11.2