

Xero Bank Summary Q3 - Councillor Verification

Stantonbury Parish Council

31 December 2023

Finance Committee Minute Reference

Bank Accounts	XERO Closing Balance	ACTUAL - Bank Statement	Variance +/-
CCLA	£ 435,941.18		✓
Charity Bank	£ 124,433.82		✓
Co-operative Bank Current	£ 58,643.03		✓
Nationwide Savings	£ 141,014.72		✓
Petty Cash	£ 95.43		✓
Santander Current	£ 1,386.88		✓
Santander Savings	£ 101,496.20		✓
Soldo Prepaid Debit Cards	£ 1,071.64		✓
Unity Trust Bank - 12 Month Fixed Term Deposit	£ 125,000.00	6348 11.55.11	✓
Unity Trust Bank - Instant Access Account	£ 2,248.88		✓
Total	£ 991,331.78		

Checked by:

PRINT NAME

CAROL NORTHWOOD

Date:

SIGNATURE

Carol Northwood

Comments

Document No: SOSPC_____



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
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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
Review at Finance Committee	03/05/24

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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- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 otherwise¹, 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;

¹ 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 summoned to.**

Commented [DM1]: We currently don't do this, so would need to sort if we agree to it.

Commented [DM2]: Do you want to remove

- 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.

Commented [DM3]: Our Committees are Standing Committees, so full council shall elect committee chairs.

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).

Commented [DM4]: This we send to Planning group

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 Council, Human Resources (HR) committee or any formed sub-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 one of its members of absence occasioned by illness or other reason. All other staff absences are reported to the Clerk.

Commented [DM5]: Previous wording: A matter personal to a member of staff that is being considered by a meeting of the HR committee is subject to standing order 11.

Commented [DM6]: Previous wording: 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 HR committee and one of its members shall conduct a review of the performance and annual appraisal of the work of the Clerk. Other staff appraisals are conducted by the relevant line manager. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the 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).

Commented [DM7]: PREVIOUS WORDING: 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.

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.

Document No: CAESPC150524



Councillor Allowances and Expenses Policy

Signed:
The Chair-Stantonbury Parish Council

Date:

Document History

Reviewed by RFO	02/02/2022
Reviewed at MM February 2022	16/02/2022
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Full Council requested changes Clerk amended	05/12/2023
Reviewed and Signed at Main Meeting	13/12/2023
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Policy Statement

This Policy is made under the terms of the Local Authorities (Members Allowances) (England) Regulations 2003.

This Policy takes into consideration the recommendations made by the Independent Parish Remuneration Panel appointed by the principal Authority (Milton Keynes Council) who meet and report every 4 years. Their most recent report was issued in December 2021.

Whilst Stantonbury Parish Council recognises the recommendation of the Independent Parish Remuneration Panel.

1. Background

Parish councillors are volunteers, they do not get paid. The allowance although it is not a salary is treated by HMRC as taxable income and is processed on the Parish Councils payroll software. It is a figure which is calculated to cover the expenses which are normally associated with the basic duties of being a councillor.

The amount paid to the Chair may differ from that of other Councillors (i.e. a higher sum may be paid in light of the extra duties and responsibilities that are required of the Chair) but otherwise the sum shall be the same for each Councillor.

The payment of Councillors' allowances is subject to a statutory process which involves a local remuneration (independent of the local council) panel, whose role is to make recommendations as to the level of the various allowances that a council can pay.

The Parish Remuneration Panel was convened by Milton Keynes Council as the 'Responsible Authority' so required by the 2003 Regulations:

- The Local Authorities (Members Allowances) (England) Regulations 2003
- Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Members of a Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

Stantonbury Parish Council does not have the Quality Award as set by [NALC](#).

Commented [DM1]: Do we want to offer Cllr an allowance

2. Basic Allowance (as of May 2023)

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Milton Keynes Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 10% of the Basic Allowance for Milton Keynes Council for Quality approved Parish Councils.

For those Councils that are **not Quality approved they should be able to pay an amount up to 7.5%** of the Basic Allowance for Milton Keynes Council.

The recommended Basic Allowance for Milton Keynes Council is £11,688;
10% of this is £1,169
7.5% of this is £877.

This should **only** be paid to Members who are elected not those co-opted.

3. Chairs Allowance (as of May 2023)

The Chair's allowance that can be recommended by the Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by Milton Keynes Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish and town councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance for Quality approved Parish and Town Councils should be up to 20% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; 20% of this is £2,338.

The Panel further recommends that the Chair's Allowance for those Councils **not Quality** approved should be up to 15% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; **15% of this is £1,754.**

The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

4. Indexation of Allowances

The indexation of the allowances paid to Members of the Council should be in line with the indexation applied to Members Allowances at Milton Keynes Council, namely linked to staff salary increases of Council employees.

5. Foregoing Allowances

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer.

6. Expense Claims

Travel and Subsistence - Regulation 26 permits both elected and co-opted members allowances in respect of travelling and subsistence. Travel and subsistence is for approved councillor duties

Commented [DM2]: Do we want to offer councillors to claim the total 7.5% or reduce it.

Commented [DM3]: This has increased £916.20

Commented [DM4]: This has increased £1832.40

Commented [DM5]: Do you want to offer both to the Chair

only incurred in connection with the performance of any duty within one or more of the following categories—

- a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the authority is a member;
- c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The Panel recommends that the Parish Councils should pay a mileage allowance of **45p** per mile (for a car) and **45p** per mile for an electric car which are in line with the HMRC recommendations. Subsistence rates should be paid in line with Milton Keynes Councillors.

For the purposes of calculating claims, a councillor's normal place of residence (his/her home) is regarded as his or her normal place of work, so expenses associated with travel from home to the council office, and other locations to conduct council business, may be claimed back. Where a councillor travels on council business from his or her employment or business (which is not council related) he or she may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount which should be reimbursed. For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, a maximum of 5 miles may be reimbursed.

Travel by Private Transport

In addition to the mileage allowance covered above, Councillors can also claim the costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges - receipted costs of expenses incurred
- Road and bridge tolls (if appropriate) - costs of expenses incurred
- Road pricing/congestion charging - receipted costs of expenses incurred

Parking fines will **not** be reimbursed.

Travel by Public Transport

The following expenses may be claimed back by councillors who use public transport to carry out their duties:

- Buses and trams - expenses incurred, including season ticket/passes where this is considered more cost effective
- Taxis, trains, air travel, ferry travel - receipted cost of fare

It is expected that councillors should travel by standard/economy class for their journeys. Councillors and local authorities should consider cost effectiveness and value for money when choosing the mode and class of transport for a journey on council business.

Councillors with the following situations can use taxis and claim back cost:

- Councillors with mobility issues preventing the use of public transport or private vehicle.
- Councillors where a direct route to the Parish Office(s) from the registered place of residence, is unavailable or unnecessarily arduous or time consuming. Arduous also includes consideration of nighttime travel by councillors who may be vulnerable.
- Notwithstanding the stated approved travel as set out in Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692 - Part 2 Councillor Allowances 5. 1 Items a) to i) (2) items a) to (c) and (3).

Other travel expenses will be subject to prior approval of the Proper Officer or RFO.

Add a section to say

If a councillor moves outside the Parish boundary the Council will only contribute towards travel cost for up to the 3 mile boundary. (An example for a summoned meeting, if the Councillor lives 10 miles away the Council will only cover the cost up to 3 miles).

Commented [DM6]: Do you want to add something to cover cost if councillors move away.

Other Expenses - Any expense incurred at the direction of the council shall be reimbursed.

Incidental costs such as broadband, stationery, use of home, telephone, and printing costs are compensated for by the allowance scheme.

Commented [DM7]: We would need to start deducting printing cost for backing papers from the allowance. Need to give RFO authority to remove from their wage.

Expense claims should be submitted to the Responsible Financial Officer within three months of being incurred using the appropriate Stantonbury Parish Council expense claim form together with any relevant supporting documentation.

Council may offer to pay for the travel, by taxi or season tickets where they consider it more cost effective to do so. Any such costs should be recorded as a cost to the relevant councillor and published annually on the Council's website.

7. IT Equipment

Councillors will be provided with a laptop and printer (if required) which will remain the property of the Stantonbury Parish Council.

8. Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

"Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more newspapers".

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish and Town Councillors and the public. Each Parish and Town Council is required to formally adopt the recommendations in the Independent Panel report.

This Policy will be reviewed annually.



MKC Parish and
Town Council Repor



The Local
Authorities (Membe



The Local
Authorities (Membe



Document No: GDPSPCoooo



Grant and Donations Policy

Signed:

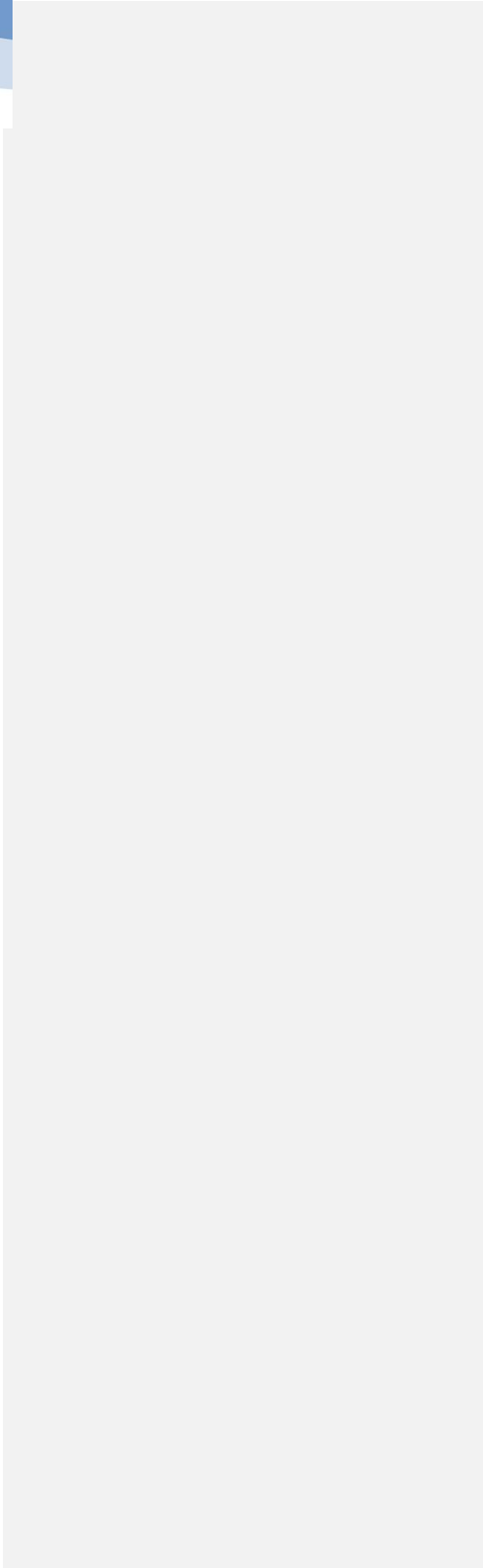
The Chair of Finance Committee

Signed:

The Chair-Stantonbury Parish Council

Date:

Date:



Document History

Draft Created by Cllr Morgan	01/12/20
Reviewed by council for changes	27/01/21
Reviewed and amended and submitted to Finance Agenda	29/10/21
Further amendments made including version change from 9 to 10. Passed to Main Meeting on 31.11.21 to recommend to adopt (with v10 changes).	17/11/21
Reviewed and amended as per SLCC Notes	13/03/2023
Reviewed and signed at Finance Committee	05/04/2023
Adopted and signed at Main Meeting	19/04/2023
Reviewed Finance Committee	03/05/24

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Stantonbury Parish in a positive way

Grant Application Process

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - A copy of this year's accounts.
2. The only exceptions to the above process if the organisations are:
 - Religious organisations, for whom a constitution will not be required.
 - Newly constituted organisations and groups for which accounts will not yet exist.
 - Informal groups that gather for a common social purpose or other activity, having clear aims and objectives and whose members act collectively. Some form of documentation /identification of members must be produced.
 - Schools of Milton Keynes Council-supported organisations are not required to submit full accounts.
 - Very small clubs or societies that have a basic book keeping system or monies in and expenditure.
3. The Clerk to the council will receive all applications in the first instance. A designated Councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
4. Grant applications are divided into two categories:

Category 1 - Parish-Based Grants
These are for groups and organisations based in the Parish supporting or benefiting parishioners of the Parish.

Category 2 - Non-Parish Based Grants
These are for groups and organisations that are based outside of the Parish, but whose wider-ranging activities may benefit the Parish and/or particular Parish residents, groups and organisations. Category 2 applications will only be considered by the council from the end of September until the end of March.

Commented [DM1]: Do we still want to do this.

5. Our common award is usually no more than £500 however an applicant may request an amount of up to £1000 which they will then be invited to attend a full Council meeting and provide a supporting verbal statement for the grant.

Commented [DM2]: Are you happy with these figures

In exceptional circumstances, the Full Council has the discretion to modify the grant value requested.

6. The Council reserves the rights to refuse any grant that they feel that does not meet the criteria or is not beneficial to the wider community. Similarly, the Parish Council reserves the right to seek return of the full value of any grant where the monies have not been spent as per the details set out in the grant application.
7. Where funding is being sought to meet costs arising from a community event, the applicant is responsible for any licenses and permissions when needed. The Council requires all community events to have an appropriate insurance policy which includes but is not limited to cover if the event is cancelled for any reason. The Council can request for the grant amount to be returned when an event does not take place for which the grant was issued.
8. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision, and this decision is final.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Payment will be made by bank transfer and payable to the group or organisation concerned within 28 days. Under no circumstances will payments be made payable to individuals (or third-party representatives). Exceptionally, payment may be made payable to the vendor of the goods or service for which the grant was made.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. An organisation should have a bank account in its own name with two authorised representatives required to approve payments.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council within 28 days of completion using the standard report form provided by the Council.
8. The sum total of grants made to any one group or organisation within a single financial year (1 April – 31 March) shall not exceed £500 unless special motions are made as explained in our Grant Application Process paragraph 5.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. For example you may be required to include our logo in any advertising for which the funding was received.

Commented [DM3]: Do we want to tweak, YMCA? / school

Commented [DM4]: Remove the representatives comment

Commented [DM5]: Are you happy with this figure , could increase the figure

12. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

1.0 Consideration of a **Donation**.

A donation request may be made by any **Parish Councillor** on behalf of an organisation and must be supported in writing with evidence of requirements and application of the donation.

A qualifying donation is one that will assist either a local charity (within the boundary of Milton Keynes) or in an emergency situation where the action of the Charity will have a direct impact on our members of our community. This would be classed by the Local Authority/National Government as an emergency situation e.g. Pandemic, flooding, fire, building collapse, transport disaster. Other local emergencies of similar type may be considered by the Full Council if proposed.

Alternatively, where circumstances are such that the full council are fully aware of the situation e.g. emergency circumstances, where a donation will be of benefit to our Parishioners this will be discussed as a formal agenda item for the full Council.

In cases of doubt with respect to the interpretation of the above conditions, the applicant must seek the advice and guidance of the Parish Clerk.

Commented [DM6]: Do we want to limit the value they can have?

Commented [DM7]: Do we want to only allow organisations that effect our residents

Commented [DM8]: Do we want to add the organisation should request the donation

Asset Number	Asset Name	LOCATION	Asset Type	Invoice Numbers	Purchase Date	Purchase Price	Value at Disposal	Disposed	07.03.24 Reinstated	Physical Check Date (NEW)	By Who (NEW)
BLD003A	Allotment land	Allotment - Bradwell Rd	Building	NO INVOICE	01/01/2006	£ 1.00					
BLD003B	Allotments toilet block	Allotment - Bradwell Rd	Building	Mole Country	04/06/2016	£ 25,000.00			£ 7,000.00		
PO006	HP Pro desk Computer incl software	Archive Room	Computer equipment	NO INVOICE	16/04/2016	£ -	£ 550.00	27.03.24			
PCL001	HP Prodesk	Archive Room	Computer equipment	NO INVOICE	06/09/2017	£ -	£ 805.94	27.03.24			
PO011	HP Pro Computer incl software	Archive Room	Computer equipment	NO INVOICE	16/04/2018	£ -	£ 550.00	27.03.24			
PO036	HPE Proliant server + software	Archive Room	Computer equipment	209427	16/04/2018	£ -	£ 3,004.31	27.03.24			
POM002	HP Pro Desk Computer	Archive Room	Computer equipment	NO INVOICE	16/04/2018	£ -	£ 550.00	27.03.24			
SPC075	APC Smart SMT1500IC UPS	Archive Room	Computer equipment	3611052	24/03/2021	£ -	£ 595.00	27.03.24			
CH001	DrayTek Vigor 2866 Dual WAN Router (Wifi Installation & Set Up CH)	Archive Room	Computer equipment	3807021	08/11/2022	£ -	£ 824.00	27.03.24			
SPC064	HP Laptop Serial Number - 5CG05048G0	Councillors - AA	Computer equipment	3703033	22/07/2021	£ 485.00					
SPC062	HP Laptop Serial Number - 5CG050481W	Councillors - CN	Computer equipment	3703033	22/07/2021	£ 485.00					
SPC067	HP Laptop Serial Number - 5CG05083TM	Councillors - DO	Computer equipment	3704056	20/08/2021	£ 595.00					
SPC078	HP Laptop Serial Number - CND23021WV	Councillors - JW	Computer equipment	3809048	13/01/2023	£ 510.00					
SPC063	HP Laptop Serial Number - 5CG05048ML	Councillors - LM	Computer equipment	3703033	22/07/2021	£ 485.00					
SPC061	HP Laptop Serial Number - 5CG050480Q	Councillors - PK	Computer equipment	3703033	22/07/2021	£ 485.00					
SPC074	HP Laptop Serial Number - 5CG050483L	Councillors - PM	Computer equipment	3804016	02/08/2022	£ 606.00					
SPC066	HP Laptop Serial Number - 5CG05048KD	Councillors - SK	Computer equipment	3703032	22/07/2021	£ 485.00					
SPC080	Dog Bins (See spreadsheet)	Offsite - Across the Parish	Parish fixtures	4084	30/03/2023	£ 1,386.00					
SPC081	Broxap Sturdy Bench - Ashfield	Offsite - Ashfield	Parish fixtures	0000305036	05/05/2023	£ 241.00					
NB020	cPAD View Semi Auto Defib+ Stainless Steel Sentry Cabinet, Heated, Locked External	Offsite - Bancroft Meeting Place	Parish equipment	13130	12/07/2022	£ 1,815.00					
NB023	Parish benches x 4	Offsite - Minstrel Court & Woodstock	Parish fixtures	223832	04/04/2018	£ 1,872.00					
SPC082	Broxap Sturdy Bench - Play Park Kingsfold	Offsite - Play Park Kingsfold	Parish fixtures	0000305036	05/05/2023	£ 241.00					
NB018	Defibrillator Cabinet - ABA31	Offsite - Roman Park	Parish equipment	WEL Medical	24/07/2018	£ 504.95					
NB018b	Defibrillator - G1R34V371	Offsite - Roman Park	Parish equipment	I231458	11/11/2019	£ 795.00					
NB021	cPAD View Semi Auto Defib+ Stainless Steel Sentry Cabinet, Heated, Locked External	Offsite - Woodend First School	Parish equipment	13130	12/07/2022	£ 1,815.00					
BLD002A	Parish Office Building	Parish Office	Building	NO INVOICE	01/01/2009	£ 1.00			£ 630,000.00		
SPC076	Yealink T46GN VoIP/SIP PoE Phone X5	Parish Office	Computer equipment	3411025	08/03/2019	£ 695.00					
SPC077	Yealink T23G Mono Handset X2	Parish Office	Computer equipment	3411025	08/03/2019	£ 158.00					
PO040	CCTV External Cameras x 9 Monitor and Recorder	Parish Office	Office equipment	NO INVOICE	16/04/2018	£ 1,365.00					
PCL009	Office Chair Blue - HM	Parish Office	Office equipment	NO INVOICE	16/04/2018	£ 805.00					
PO041	DVR CCTV recorder and 8TB Hard Drive for CCTV system	Parish Office	Office equipment	INV-32067	13/02/2024	£ 892.80					
PCC004	50 x meeting room chairs Chambers and training room - Can only find 48	Parish Office	Parish equipment	NO INVOICE	16/04/2018	£ 3,500.00					
NB026	Bleed Cabinet Locked - Serial No: TE-MD-03338	Parish Office	Parish equipment	2023-0380	24/07/2023	£ 340.00					
NB027	Bleed Control Kit - Serial No: TE-MD-03338	Parish Office	Parish equipment	2023-0380	24/07/2023	£ 85.00					
BLD002B	Parish Office Roof	Parish Office	Parish fixtures	NO INVOICE	01/01/2016	£ 40,000.00					
FA-0072	Parish Office - Fixtures and Fittings	Parish Office	Parish fixtures	NO INVOICE	01/01/2016	£ 25,000.00					
BLD002C	Parish Office Lighting	Parish Office	Parish fixtures	4581	06/12/2020	£ 4,502.40					
SPC069	Yealink MeetingBar Microsoft Zoom Video TC Bundle includes touch panel	Parish Office - Chambers	Computer equipment	3705099	02/09/2021	£ 1,595.00					
SPC068	Large 55" tv screen for video conferencing	Parish Office - Chambers	Computer equipment	3705099	02/09/2021	£ 645.00					
SPC070	HP Laptop Serial Number - 5CG05033BZ	Parish Office - Chambers	Computer equipment	3706039	20/10/2021	£ 497.00					

Asset Number	Asset Name	LOCATION	Asset Type	Invoice Numbers	Purchase Date	Purchase Price	Value at Disposal	Disposed	07.03.24 Reinstated	Physical Check Date (NEW)	By Who (NEW)
NB022	Hearing loop speaker (2x Speakers + Accessories)	Parish Office - Chambers	Office equipment	2498 CARD	13/04/2018	£ 785.00					
WDI012	Folding meeting room tables x 5	Parish Office - Chambers	Parish equipment	NO INVOICE	16/04/2018	£ 834.00					
SPC060	SFF-Core i5 9400 2.9 GHz-8GB Dell	Parish Office - DM	Computer equipment	IN3511108	30/03/2020	£ 589.00					
SPC072	HP Laptop Serial Number - CND1288W37	Parish Office - DM	Computer equipment	3709028	12/01/2022	£ 649.00					
SPC058	HP Laptop Serial Number - CND0476ONF	Parish Office - JH	Computer equipment	3609031	28/01/2021	£ 600.00					
SPC071	HP Laptop Serial Number - 5CG05032J0	Parish Office - JK	Computer equipment	3706039	20/10/2021	£ 497.00					
SPC055	HP Laptop Serial Number - CND0253X75	Parish Office - KF	Computer equipment	3605035	17/09/2020	£ 515.00					
SPC059	HP Laptop Serial Number - CND04761C1	Parish Office - NC	Computer equipment	3609029	28/01/2021	£ 600.00					
SPC065	HP Laptop Serial Number - 5CG0504851	Parish Office - RFO NOT ASSIGNED	Computer equipment	3703032	22/07/2021	£ 485.00					
SPC086	Lenovo Yoga 700-11ISK Orange Lap Top bought 16/12/17	Parish Office - RFO NOT ASSIGNED	Computer equipment	NO INVOICE	31/03/2024	£ 600.00					
SPC057	HP Laptop Serial Number - CND0253XXK	Parish Office - SE	Computer equipment	3605035	17/09/2020	£ 515.00					
SPC056	HP Laptop Serial Number - CND0253XH1	Parish Office - ST	Computer equipment	3605035	17/09/2020	£ 515.00					
PT004	Dell Desk top PCs x 5	Parish Office & Community Hub	Computer equipment	NO INVOICE	16/04/2018	£ 522.12					
SPC053	Parish Van BN15YJX Nissan NV200	Rangers	Motor vehicles	NO INVOICE	01/11/2017	£ 8,730.00					
SPC052	Toyota Hilux Tipper Reg YM70 HSJ	Rangers	Motor vehicles	YM70 HSJ / 4029	12/01/2021	£ 25,995.00					
SPCOS01	Screen Display TSID	Rangers	Parish equipment	NO INVOICE	16/04/2018	£ 1,795.00					
SPCOS02	Solar panel TSID	Rangers	Parish equipment	19945	16/04/2018	£ 490.00					
SPC051	Sentinal Camera	Rangers	Parish equipment	1035	06/08/2019	£ 3,572.00					
BLD004A	The Community Hub - BM179923	The Community Hub	Building	NO INVOICE	29/07/2022	£ 1.00			£ 630,000.00		
CH003	50 chairs (black) + 10 arms	The Community Hub	CH Equipment	Office Boffins / SI2368243	01/12/2022	£ 2,297.00					
CH004	HOTPOINT - H5X 820 SX 70/30 Fridge Freezer - Stainless Steel	The Community Hub	CH Equipment	Currys	10/01/2023	£ 428.33					
CH007	7 Tables (2 x 1200W - 5 x 1600W)	The Community Hub	CH Equipment	Office Boffins / SI2374805	01/04/2023	£ 1,188.00					
CH006	15 Chairs (black) + 15 arms	The Community Hub	CH Equipment	Office Boffins / SI2374805	01/04/2023	£ 900.00					
CH010	Panasonic PANA-TX-65MX800B TV	The Community Hub	CH Equipment	Richer CS5410241098	01/02/2024	£ 699.00					
CH011	Gopak Premier Folding Tables, 1520W x 760D (5ft x 2ft 6 inches)	The Community Hub	CH Equipment	SI2408171	05/03/2024	£ 892.44					
FA-0076	Gazebos x 4	The Community Hub	Parish equipment	NO INVOICE	01/01/2017	£ 650.00	£ 150.00	12.05.23			
CH002	Tickford Security Intruder Alarm	The Community Hub	Parish equipment	INV-21829	02/02/2022	£ 955.00					
NB019	cPAD View Semi Auto Defib+ Stainless Steel Sentry Cabinet, Heated, Locked External	The Community Hub	Parish equipment	13130	12/07/2022	£ 1,815.00					
NB024	Bleed Cabinet Locked - Serial No: TE-MD-03337	The Community Hub	Parish equipment	2023-0380	24/07/2023	£ 340.00					
NB025	Bleed Control Kit - Serial No: TE-MD-03337	The Community Hub	Parish equipment	2023-0380	24/07/2023	£ 85.00					
CH009	Floor Cleaner - Serial No: UK002230Q	The Community Hub	Parish Equipment	Nilfisk / 30247484967	27/12/2023	£ 1,200.00					
CH005	6 x Camera IP CCTV system	The Community Hub	Parish Equipment	Locked and Secure Ltd	04/04/2023	£ 1,876.00					
SPC079	2 x Noticeboards for Community Hub (1 vandalised, value now below asset)	The Community Hub	Parish fixtures	2180735	06/03/2023	£ -	£ 578.00	27.03.24			
SPC083	Broxap Eastgate Bench - Memorial bench for Queen Elizabeth II	The Community Hub	Parish fixtures	0000304988	04/05/2023	£ 958.00					
CH008	Cloudsorba suspended acoustic panels	The Community Hub	Parish fixtures	SoundSORBA Ltd / 22161	30/05/2023	£ 4,281.20					
WDI006	15x Blue Meeting room chairs	Various - TBC	Parish equipment	NO INVOICE	16/04/2018	£ 560.00					
BLD001A	Wylie Building	Wylie	Building	NO INVOICE	01/01/2006	£ 1.00			£ 130,000.00		
BLD001C	CCTV External Cameras x 3 Monitor and Recorder	Wylie	Computer equipment	87488	24/03/2021	£ 865.00					
BLD001B	Wylie Fencing	Wylie	Wylie fixtures	7150	11/03/2021	£ 1,580.00					
BLD001D	Container sited at Wylie Depot	Wylie	Building	17266	15/03/2021	£ 3,320.00					

Asset Number	Asset Name	LOCATION	Asset Type	Invoice Numbers	Purchase Date	Purchase Price	Value at Disposal	Disposed	07.03.24 Reinstated	Physical Check Date (NEW)	By Who (NEW)
NB031	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
NB032	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
NB033	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
NB034	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
NB035	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
NB036	Bleed Control Kit & Bleed Control Cabinet Locked - Serial No TBC		Parish equipment	2023-1392	26/03/2024	£ 435.00					
SPC084	Standard Plus Noticeboard Cabinet 1205mm (W) x 1070mm (H)		Parish fixtures	MS/21412	26/03/2024	£ 1,348.00					
SPC085	Standard Plus Noticeboard Cabinet 1205mm (W) x 1070mm (H)		Parish fixtures	MS/21412	26/03/2024	£ 1,348.00					
					CY asset total =	£ 196,374.24	£ 7,607.25				
					PY asset total =	£ 183,856.05					

Last Check done by 24/2/22 Checked by Cllr Carol Northwood

Key

NOT ASSIGNED
NO INVOICE
DISPOSED