

NOTICE OF MEETING

Annual meeting of the Council

7.45pm on Wednesday 5 May 2021 (Virtual Meeting)

To Councillors

Mrs Barnard, Dr Barnard, Mrs Collings, Ms Dulieu, Finch, Fitzwilliams, Mrs Gill,
Ms K Jones, M Jones, McCracken, Strudley, Ms Thorin and Mrs Wallen

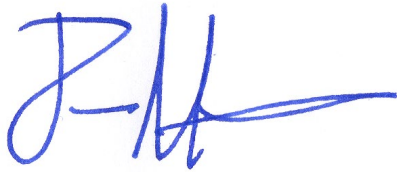
You are summoned to attend (virtually) the annual meeting of Warfield Parish Council on Wednesday 5 May 2021 at 7.45pm.

The meeting will take place on the Zoom platform. Please use the link in the e-mail or use the following details

Meeting ID: 833 1699 5397

Passcode: 449149

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Annual meeting of Warfield Parish Council

7.45pm on Wednesday 5 May 2021 (Virtual Meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting. **This meeting will be recorded by the Clerk through the Zoom platform to assist with the production of the minutes of the meeting.**

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ELECTION OF THE CHAIRMAN

The Chairman of the council shall preside for the first item until a new chairman is elected.

- 1.1 The Chairman will call for nominations for the post of chairman. Members will nominate fellow members for the position. Following the nomination process, the nominees will be put to a vote by show of hands. Members should only vote once. If there is only one nominee, the matter should still be put to the vote.
- 1.2 To be elected, a member must receive a simple majority of attending members.
- 1.3 Where two or more members have been nominated and none of those people has received a majority of votes in their favour, the name of the person with 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 chairman of the meeting.

On election, the new Chairman shall take the chair and preside over the meeting.

The Clerk will forward the declaration of acceptance of office for the Chairman to sign.

ELECTION OF THE VICE-CHAIRMAN

The chairman will call for nominations for the post of Vice-chairman. Members will nominate fellow members for the position. Following the nomination process, the nominees will be put to a vote by show of hands. Members should only vote once. If there is only one nominee, the matter should still be put to the vote.

One nomination has been received: Cllr Lauren Gill

- 1.1 To be elected, a member must receive a simple majority of attending members.
- 1.2 Where two or more members have been nominated and none of those people has received a majority of votes in their favour, the name of the person with 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 chairman of the meeting.
- 1.3 The elected Vice-chairman is not required to sign an acceptance of office.

PUBLIC PARTICIPATION

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either a statement or ask questions of the council. This time will also include any written representations received by the Parish Clerk in advance of the meeting.

Each member of the public may speak for no more than five minutes and they should direct their comments to the chairman of the meeting.

If the matter raised is not on the agenda for the meeting the council, it may be discussed at a future meeting of the council. If the matter is on the agenda, the council will consider the matter raised at that time.

A summary of the arrangements and rules regarding public participation can be found on the council website at www.warfieldparishcouncil.gov.uk

Members of the public are reminded this is not a public meeting and they may only speak with the authority of the chairman of the meeting, who will decide who to call. Any person who obstructs the transaction of business at a meeting or behave offensively or improperly will be asked by the chairman of the meeting to moderate or improve their conduct or they will be asked to leave the meeting.

Note to members:

The following statements are taken from the approved guide to Public Participation (June 2019)

- 3.6 Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- 3.7 A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.

The Councils Standing Orders (May 2019) state:

- 3 h. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

DECLARATIONS OF INTEREST

Members are asked to ensure they make adequate representation of declarations of interest for matters on the agenda.

MINUTES OF THE COUNCIL MEETING

held **virtually** on **Wednesday 10 March 2021** at **7.45pm**

Members present: Cllrs Ms Dulieu (Chair), Dr Barnard, Mrs Barnard, Mrs Collings, Finch, Fitzwilliams, Mrs Gill, Ms K Jones, M Jones, McCracken, Strudley, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk and 10 members of the public

001. Chairman's welcome

The Chairman welcomed members to the virtual meeting of the council.

002. Public Participation

There was one contribution made on behalf of the allotment plotters regarding the completion of works at the site.

003. Apologies for absence

No apologies for absence were due.

004. Declarations of interest

Declarations of interest were received from:

Cllr Dr Barnard – Ward councillor, Bracknell Forest Council and Executive member for Children and young people.

005. Minutes of the previous meeting

The minutes of the meeting 27 January 2021 were circulated to members ahead of the meeting. Cllr Dr Barnard proposed the minutes be approved, and this was seconded by Cllr Fitzwilliams. The minutes were APPROVED by attending members.

006. Matters arising from the last meeting

The Clerk confirmed that declarations of office were received from Cllrs Finch and McCracken.

007. Finance & General Purposes Committee

An update from the Finance & General Purposes Committee was delivered by Cllr Strudley. Members were updated on the work of the committee including a review of the risk register and the remit of the Staffing Committee.

The financial report to the end of January 2021 was circulated to members ahead of the meeting and the Clerk took questions from members.

The financial report was noted.

008. Planning & Transport update

Cllr M Jones delivered an update from the Planning & Transport Committee.

Members were updated on recent applications that had been recommended for refusal including proposals near temple Park roundabout, Brockhill Stables and at Brookfield.

Members were advised that proposals for development on land north of Hershel Grange had been refused by Bracknell Forest Council.

009. Amenities Committee

An update from the Amenities Committee was delivered by Cllr Dr Barnard. Members were updated on works at the allotment site and the impact of COVID on facilities.

Members were updated on the work of the Environment Plans Working Group and that evidence gathering would begin shortly.

010. Minutes of Committee meetings

The following minutes were noted by members:

Amenities – 3 December 2020

Finance & General Purposes – 13 January 2021

Planning & Transport – 11 January and 2 February 2021

011. Updates from Working Groups

Cllr Mrs Gill updated members on progress from the Communication Working Group. This included the proposal to begin delivering news via a digital newsletter.

The Clerk presented an example of the digital Wren to members. Members agreed that the digital approach was the right one to take and agreed for it to be implemented. The working group would look at other formats to support this.

Cllr Ms Dulieu updated members on the Parish Meeting Working Group. The meeting would take place virtually on 28 April and would include a Q&A session for members of the public.

Cllr Dr Barnard updated members on the Environment Plans Working Group. The group had decided to produce three plans moving forward on climate change, sustainability and biodiversity. Evidence sessions would be held with local groups and the community and would begin with a member's session.

012. Risk Register

The Risk Register was circulated to members ahead of the meeting.

Cllr Dr Barnard proposed adoption of the risk register, seconded by Cllr Fitzwilliams. The risk register was APPROVED by members present.

013. Future Meetings

The Clerk circulated a paper on future meetings to members updating them on the position in law and the practicalities of what may happen.

Members noted the report and asked the Clerk to keep them advised.

014. Sumer of Fun

The Clerk circulated a report to members on the Summer of Fun and the options and actions required if it should proceed, or if council should cancel the event in 2021.

The Clerk recommended to members cancellation of the event due to the uncertainty and the potential risk to public health. There was also a financial risk should the event be cancelled after activities had been booked.

Members recognised the difficult decision before them but felt that cancellation for 2021 was the correct option. Members agreed that the funding agreed for Summer of Fun could be used to support other activity locally, particularly to support vulnerable families and this was referred to the Finance & General Purposes Committee for further work.

015. Payments

Members noted the payments made.

016. Clerks Update

The Clerk circulated a report to members. The report was noted.

017. Representative Reports

Cllr M Jones asked if the speedwatch would be operating again soon and had observed vehicles leaving the Woodhurst school site against the traffic direction. The Clerk advised that Thames Valley Police were looking to relaunch speedwatch shortly and agreed to write to the school regarding vehicle movements.

Cllr McCracken advised members that he would be taking up the matter of the covert CCTV cameras for fly tipping prosecution with the appropriate parties.

Cllr Dr Barnard updated members on the falling COVID rates in Bracknell Forest and that testing kits to be used in homes were being rolled out. A new crossing on Harvest Ride near Roam Way was to be installed.

Cllr Mrs Collings advised members that the Bracknell forest Nature Partnership was meeting on 23 March.

Cllr Fitzwilliams asked the Clerk about the hedge removal on land opposite Planners Farm. The Clerk advised that this had been reported to BFC.

Cllr Ms Thorin asked if there was an update on the parking on pavements consultations

Cllr Ms Dulieu advised members that the Bracknell Forest Local Plan was on the agenda for the Planning & Transport committee.

01. Date of the next meeting

The date of the next meeting is Wednesday 14 April 2021.

MATTERS ARISING FROM THE PREVIOUS MEETING

The consultation on Managing Pavement Parking closed on 22 November 2020. At the time of writing there was no published feedback on the consultation.

MINUTES OF COMMITTEE MEETINGS

The minutes of the following committee meetings are included on the following pages:

Amenities	11 February 2021
Finance & General Purposes	16 February 2021 and 23 March 2021
Planning & Transport	23 February 2021, 16 March 2021 and 6 April 2021

AMENITIES COMMITTEE

MINUTES OF THE MEETING

Held **virtually** on **Thursday 11 February 2021** at **7.45pm**

Members present: Cllrs Dr Barnard, Mrs Collings, Ms Dulieu, Mrs Gill, Ms K Jones and Ms Thorin

Other attendees: Parish Clerk, Cllr McCracken and five members of the public

001. Public participation

There were no requests to speak.

002. Apologies for absence

No apologies for absence were due.

003. Declarations of Interest

Cllr Dr Barnard declared an interest as the ward councillor for Warfield Harvest Ride on Bracknell Forest Council.

004. Minutes of the previous meeting

The minutes of the meeting of 3 December were circulated to members ahead of the meeting. Cllr Mrs Gill proposed approval of the minutes and this was seconded by Cllr Ms K Jones. The minutes were APPROVED by members present.

005. Matters arising from the previous meeting

There were no matters arising.

006. User Update

A report was circulated to members ahead of the meeting providing a user update and an assessment of the likely financial impact of COVID.

The Clerk provided an update on the allotment waiting list.

The report was noted by members.

007. Maintenance, caretaking and ongoing projects report

The maintenance and caretaking report was circulated to members ahead of the meeting.

Members noted the completion of installation of the shared storage building. The Clerk was asked about access to the building and advised that this was likely to be permitted from mid-May under the government roadmap. Although a risk assessment would be required along with limits on numbers accessing the building at any one time.

Members considered the proposal to delegate authority for the Clerk and Chair to purchase rainwater storage tanks from the Climate Change budget. This was refused.

Members agreed to delegate authority to the Clerk and Chair to agree the required groundworks around the building and for the cycle racks and for the budget of £1,000 to be brought forward to complete these works.

Members noted the report.

008. Hire rates and charges

Members agreed to freeze rates and charges for hall hire and allotment rates at the 2020-21 rates for 2021-22.

009. Brownlow Hall Play Area

The Clerk circulated a report to members regarding the condition of the Brownlow Hall play area. Members noted the condition of equipment and the broken surface and agreed that closing the area permanently was the most appropriate course of action.

The Clerk was asked to ensure the climbing frame wood could be put to an alternative use.

010. Climate Change Working Group

Members received an update from the Climate Change Working group. The group had conducted a review of the existing plan and concluded that it should be replaced by specific plans covering climate change, biodiversity and sustainability.

The working group wished to conduct evidence gathering to cover members of the council, local organisations and residents as well as neighbouring town and parish councils and Bracknell Forest Council. The plan for the evidence gathering was circulated to members.

The working group proposed changes to the terms of reference to cover these changes and these were agreed by the committee. The working group would be renamed the Environmental Planning Working Group.

011. Allotment Plot Allocation

With the upcoming works by Thames Water affecting plot 8, members agreed to allow the plotholders to temporarily use plots 23a and 23b until the end of October 2021, with the Clerk delegated to extend these arrangements by 3 months in the event of an overrun. These arrangements were approved by members.

012. Date of the next meeting

The date of the next meeting was set for Thursday 8 April 2021.

013. Closure of the meeting

The meeting was closed at 8.49pm

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held **virtually** on **Tuesday 16 February 2021** at **7.45pm**

Present: Councillors Strudley (Chair), Mrs Barnard, Ms Dulieu and Fitzwilliams

In attendance: The Parish Clerk and Cllr-elect McCracken

001. Apologies for absence

Apologies were received from Cllr Mrs Wallen

002. Declarations of interest

No declarations of interest were received.

003. Minutes of the previous meeting

The minutes of the meeting of 13 January 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

The Clerk checked the notes from the meeting of 13 January and corrected the minutes to show that Cllr Mrs Barnard tendered apologies and was not present.

004. Matters arising from the previous meeting

The Clerk advised members that the Complaints Policy would be presented at the March meeting of the committee.

005. Financial Report

The Financial Report to the end of January 2021 was circulated to members ahead of the meeting. An update on debt would be presented at the March meeting.

The Clerk chased the VAT refund and expected this shortly.

The report was noted.

006. Risk Register

The risk register was circulated to members ahead of the meeting. Members had made comments ahead of the meeting and the Clerk informed members of changes made resulting from this.

It was agreed that the draft would be recirculated with other minor points raised at the meeting.

It was proposed by Cllr Ms Dulieu that the risk register be recommended to full council, this was seconded by Cllr Mrs Barnard and APPROVED by members present.

007. Staffing Committee

Proposals for restructuring the Staffing Committee to be independent of the Finance & General Purposes Committee were circulated to members ahead of the meeting along with terms of reference.

Members agreed that the proposals should go to full council ahead of the annual meeting in May. This was proposed by Cllr Ms Dulieu, seconded by Cllr Fitzwilliams.

The creation of the Staffing Committee would be included in the updated standing orders.

008. Responsible Financial Officer update

The Clerk updated on the appointment of the new Finance Officer, who would take up their role on 1 March. The Clerk discussed with members a protocol of contact moving forward when the Finance Officer took over day to day processing from April. The Clerk would look to clarify roles splitting financial policy and strategy from transactional activity.

009. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 23 March 2021 at 7.45pm.

010. Closure of the meeting

The meeting closed at 8.40pm

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held **virtually** on **Tuesday 23 March 2021** at **7.45pm**

Present: Councillors Strudley (Chair), Mrs Barnard, Ms Dulieu and Fitzwilliams and Mrs Wallen

In attendance: The Parish Clerk

Ahead of the meeting a minute silence was held on the national day of reflection on the anniversary of the first national lockdown to remember the victims of COVID-19

001. Apologies for absence

No apologies were due.

002. Declarations of interest

No declarations of interest were received.

003. Minutes of the previous meeting

The minutes of the meeting of 16 February 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Wallen and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

005. Financial Report

The Financial Report to the end of February 2021 was circulated to members ahead of the meeting. An update on debt would be presented at the March meeting.

The Clerk updated members on historic debt and explained the difference in figures resulted from the method of accounting for credit payment on accounts.

Regular income from hires reduced as a result of writes-offs agreed previously by the committee.

The report was noted.

006. Potential funding for a response to the Bracknell Forest Local Plan

A proposal to provide £2,000 funding for consultancy support in developing a response to the Bracknell Forest Local Plan was proposed by Cllr Ms Dulieu, seconded by Cllr Mrs Barnard and **APPROVED** by members present.

007. Policy Development Framework

The Policy Development Framework was circulated to members ahead of the meeting. Cllr Ms Dulieu proposed recommending the Policy Development Framework for approval by council. This was seconded by Cllr Mrs Barnard and **APPROVED** by members present, with one abstention.

008. Complaints Policy

The Complaints Policy was circulated to members ahead of the meeting. Cllr Mrs Wallen proposed recommending the Complaints Policy for approval by council. This was seconded by Cllr Ms Dulieu and **APPROVED** by members present.

009. Financial Management Supporting Documents

The Clerk circulated information on documents being prepared to support financial management. The documents would be brought forward to future committee meetings.

The report was noted.

010. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The Clerk was asked to circulate the Parish Plan update and include the Co-option process onto the list, the date of the next meeting was agreed as Thursday 22 April 2021 at 7.45pm.

011. Closure of the meeting

The meeting closed at 8.41pm

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE MEETING

held **virtually** on **Tuesday 23 February 2021**

Members present: Cllrs Jones (Chair), Ms Dulieu, Fitzwilliams, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk, Cllr-elect McCracken

001. Apologies for absence

No apologies for absence were made.

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meeting held on 2 February 2021

The minutes of the previous meeting held on 2 February 2021 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Mrs Wallen and **APPROVED** by members present.

004. Matters arising

There were no matters arising that were not covered elsewhere on the agenda.

005. Correspondence and items for information

The Clerk updated members on the Neighbourhood Plan and that the HRA report had been sent to the examiner. The HRA raised no issues.

Correspondence was received from a resident concerning application 21/00084/FUL 48 Hebbecastle Down and regarding the arrangements for the appeal at the Hermitage Caravan Park.

006. Public participation

No requests for public participation were made.

007. Planning & tree applications (BFC lists 05/21, 06/21 and 07/21)

Planning List BFC 05/21

20/01000/FUL Delrena The Splash, Warfield, Bracknell, Berkshire RG42 4SS

Erection of first floor extension, two storey extensions to rear and side, single storey side extension and canopy to front.

Considered no objection

Planning List BFC 06/21

21/00051/FUL Land off Westhatch Lane, Warfield, Bracknell, Berkshire

Section 73 application to vary conditions 3,5,7,9 of planning permission 17/00923/FUL.

Considered no objection

21/00060/FUL Nestings Jigs Lane North, Warfield, Bracknell, Berkshire RG42 3DH

Temporary planning permission for 2 years for the change of use of land to storage of Caravans and Motorhomes and hard standing (retrospective).

Considered no objection

20/01086/FUL Land adjacent to Hayley Green Farm, Hayley Green, Warfield, Bracknell, Berkshire

Replacement of existing agricultural access and track with new improved access and track.

Recommended refusal

The council is concerned about the safety of the new access onto a busy road which bends, Members are also concerned that the access is opposite an existing accessway for the currently disused Montessori School site.

The council is confused about the status of the existing track and entrance that have been reopened recently

The council consider the existing accessway adjacent to the main buildings are sufficient for access.

The council are concerned about the removal of existing trees with no proposals for replacement.

Planning List BFC 07/21

21/00084/FUL 48 Hebbecastle Down, Warfield, Bracknell, Berkshire RG42 2QF

Erection of single storey rear extension, partial garage conversion and a proposed loft conversion with a rear dormer.

Recommended refusal

The proposals fail to meet the parking standards for a 4-bed property.

008. Planning determinations of Bracknell Forest Council

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

20/00917/FUL Woodside 8 Cornwall Close, Warfield, Bracknell, Berkshire

Erection of fence.

Approval by Delegated Decision

20/00990/FUL 50 Hebbecastle Down, Warfield, Bracknell, Berkshire RG42 2QF

Erection of single storey side extension following demolition of existing garage.

Approval by Delegated Decision

20/01001/FUL Trelawne Cottage, West End Lane, Warfield, Bracknell, Berkshire

Erection of two storey side extension following demolition of existing garage.

Approval by Delegated Decision

20/00265/TRTPO Connantre Warfield Street, Warfield, Bracknell, Berkshire

TPO 382 – Application to prune 3 trees and 1 group of trees.

Part Approval, Part Refusal by Delegated Decision

20/00963/FUL 7 Romeo Hill, Warfield, Bracknell, Berkshire RG42 3UF

Change of use of amenity land to private garden and erection of 1.8m high fences to enclose the area.

Approval by Delegated Decision

20/00370/TRTPO 48 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TX

TPO 218 – Application to prune 1 tree.

Part Approval, Part Refusal by Delegated Decision

20/01036/FUL Inglenook Forest Road, Hayley Green, Warfield, Bracknell, Berkshire

Erection of single storey side extension.

Approval by Delegated Decision

19/00497/FUL Land north of Herschel Grange, Warfield, Bracknell, Berkshire

Erection of 33 dwellings (including 10 affordable dwellings), with car parking, landscaping, open space and access from Herschel Grange, following demolition of 6 Herschel Grange.

Refusal by Committee Decision

20/00746/FUL 25 Mary Mead, Warfield, Bracknell, Berkshire RG42 3SZ

Erection of single storey rear extension following demolition of existing conservatory, erection of part first floor/part two storey side extension and conversion of garage to habitable room.

Approval by Delegated Decision

20/01050/FUL Vagabond Cottage Osborne Lane, Warfield, Bracknell, Berkshire

Demolition of existing garage and carport and erection of new carport with storage.

Approval by Delegated Decision

20/00722/FUL 42 Walsh Avenue, Warfield, Bracknell

Erection of first floor side extension and single storey rear extension following demolition of existing conservatory.

Approved by Committee

20/00918/FUL Erin Lodge, Jigs Lane, South Warfield

Erection of single storey rear extension.

Approved by Committee

009. Planning appeals

Members noted the arrangements regarding the appeal at the Hermitage Caravan Park.

010. Ongoing issues

a. CIL and S106 contributions

Members noted the demand notice issued for Greenways on Osborne Lane.

b. Current and potential enforcement cases

There was no update to report.

011. Representative reports

Members discussed matters regarding the new SANG land off Westhatch Lane. The Clerk would pass these on to the Planning Officer.

Cllr Ms Thorin asked about the CCTV cameras for fly tipping and the damage to the verges and ditches at Wellers Lane. The Clerk would follow up on these matters.

Cllr Ms Dulieu mentioned using bicycles on SANG land and how congested the sites had become recently.

012. Date of next meeting

The date for the next meeting is on Tuesday 16 March 2021 via Zoom.

013. Closure of the meeting

There being no further business the meeting closed at 9:08pm.

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE MEETING

held **virtually** on **Tuesday 16 March 2021**

Members present: Cllrs Jones (Chair), Ms Dulieu, Fitzwilliams, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

001. Apologies for absence

No apologies for absence were made.

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meeting held on 23 February 2021

The minutes of the previous meeting held on 23 February 2021 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin and **APPROVED** by members present.

004. Matters arising

There were no matters arising that were not covered elsewhere on the agenda.

005. Correspondence and items for information

There was no correspondence or information to note.

006. Public participation

No requests for public participation were made.

007. Planning & tree applications (BFC lists 08/21, 09/21 and 10/21)

Planning List BFC 08/21

20/01079/FUL Kennel Lane School, Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX

Erection of single storey extensions to form teaching areas following demolition of existing structures.

Considered no objection

21/00034/FUL Hayley Green Farm, Malt Hill, Warfield, Bracknell, Berkshire RG42 6BN

Retrospective application for full planning permission for the siting of 4x storage containers for ancillary residential purposes.

Observation

the Parish Council is unable to make a determination based upon the information provided

21/00045/TR5 Malt Hill, Warfield, Bracknell, Berkshire RG42 6BJ

TPO 61 – Application to prune trees.

Works completed

Planning List BFC 09/21

No applications

Planning List BFC 10/21

20/00768/FUL The Three Legged Cross, Forest Road, Newell Green, Warfield, Bracknell, Berkshire RG42 6AE

Erection of 2 outbuildings.

Considered no objection

21/00041/TRTPO Little Oak 5 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 1 tree.

Considered no objection

21/00163/FUL Hayley Green Farm, Malt Hill, Warfield, Bracknell, Berkshire RG42 6BN

The siting of a portable cabin to use as an office in support of an indoor farming enterprise.

Observations made

The council would like a fixed period of 3 years for the siting of the unit as part of any condition.

21/00169/FUL 17 Darby Vale, Warfield, Bracknell, Berkshire RG42 2PH

Erection of first floor side extension.

Recommended refusal

The council recommend refusal as there is insufficient parking for the increase in bedrooms.

21/00204/FUL 22 Elen Place, Bracknell, Berkshire RG42 2AQ

Conversion of existing loft to create habitable room, installation of 3x new rooflights following removal of existing solar panels.

Recommended refusal

The council recommend refusal as there is insufficient parking for a 4-bed house.

21/00064/TRTPO 4 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to fell 1 tree.

Recommended refusal

The removal of this veteran tree (part of a line of heritage trees) is unnecessary and will affect the amenity value of the area

Out of area applications (non-statutory consultee)

21/00056/TRTPO Lambrook School, Winkfield Row, Bracknell, Berkshire RG42 6LU

TPO 1344 – Application to prune 3 trees.

Observations made

The council consider the proposals excessive

21/00044/OUT Oak Tree Nursery, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6LH

Outline application for the erection of rural workers dwelling with associated parking (all matters reserved except for access).

Observations made

Warfield Parish Council support the objections submitted by Winkfield Parish Council. The council do not believe this proposal demonstrates exceptional circumstances.

The proposals are contrary to local policies GB1 and GB2.

Members expressed concerns about access to the site being located so close to the existing entrance.

008. Planning determinations of Bracknell Forest Council

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

20/00722/FUL 42 Walsh Avenue, Warfield, Bracknell, Berkshire RG42 3XZ

Erection of first floor side extension and single storey rear extension following demolition of existing conservatory.

Approval by Committee Decision

20/00889/FUL 9 Patrick Gardens, Warfield, Bracknell, Berkshire RG42 3EZ

Erection of first floor side extension, single storey front/side extension, conversion of existing garage to habitable accommodation and amendments to fenestration.

Approval by Delegated Decision

20/00918/FUL Erin Lodge Jigs Lane South, Warfield, Bracknell, Berkshire

Erection of single storey rear extension.

Approval by Committee Decision

20/01056/LB Brockdale Cricketers Lane, Warfield, Bracknell, Berkshire

Remedial and repair works to sections of barn outbuildings within the site of Brockdale.

Approval by Delegated Decision

20/00177/TRTPO Land to the rear of 3 Anthony Wall, Warfield, Bracknell, Berkshire RG42 3UL

TPO 393 – Application to fell 1 tree.

Approval by Delegated Decision

21/00006/TRTPO 27 Greystock Road, Warfield, Bracknell, Berkshire RG42 2FB

TPO 82 – Application to prune 1 tree.

Refusal by Delegated Decision

20/00008/TRTPO 2 Kilinside, Goughs Lane, Warfield, Bracknell, Berkshire

TPO 477a – Application to prune 1 tree.

Part Approval, Part Refusal by Delegated Decision

20/00083/TRTPO Acorns Goughs Lane, Warfield, Bracknell, Berkshire

TPO 76a – Application to prune 1 tree.

Refusal by Delegated Decision

009. Planning appeals

Members noted the appeal for 29 Essex Rise had been dismissed.

010. Ongoing issues

a. CIL and S106 contributions

There was no update to report.

b. Current and potential enforcement cases

There was no update to report.

011. Developing a response to the local plan

Members discussed the comping local plan consultation and considered the report of the Clerk.

It was agreed that the Clerk would review the latest version of the plan and compare this to the previous version and the council's response.

12. Representative reports

Cllr Mrs Wallen mentioned the hedgerow removed near BrockHill Cottages. The Clerk would report to enforcement.

Cllr Ms Thorin asked about the CCTV cameras for fly tipping. The Clerk had no update.

Cllr Ms Dulieu mentioned that the BFC planning meeting on 18 March would be considering the applications at Lyon Oaks and 4 Bedfordshire Down.

012. Date of next meeting

The date for the next meeting is on Tuesday 6 April 2021 via Zoom.

013. Closure of the meeting

There being no further business the meeting closed at 9:00pm.

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE MEETING

held **virtually** on **Tuesday 6 April 2021**

Members present: Cllrs Jones (Chair), Ms Dulieu, Fitzwilliams, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk, Cllr Iain McCracken and one member of the public

001. Apologies for absence

No apologies for absence were made.

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meeting held on 6 April 2021

The minutes of the previous meeting held on 6 April 2021 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin and **APPROVED** by members present.

004. Matters arising

There were no matters arising that were not covered elsewhere on the agenda.

005. Correspondence and items for information

There was no correspondence or information to note.

006. Public participation

No requests for public participation were made.

007. Planning & tree applications (BFC lists 11/21, 12/21 and 13/21)

Planning List BFC 11/21

21/00058/FUL 78 Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX

Conversion of garage into habitable accommodation.

Considered no objection

21/00068/TRTPO Land to the rear of 29 Yorkshire Place, Warfield, Bracknell, Berkshire RG42 3XE

TPO 440 – Application to prune 1 tree.

Considered no objection

Planning List BFC 12/21

21/00137/OUT Grove Gardens Forest Road, Hayley Green, Warfield, Bracknell, Berkshire RG42 6DE

Outline application for access and layout for erection of 28 dwellings.

Recommended refusal

As the site falls within the Warfield SPD area, an agreed masterplan is required for the area. As there is no agreed masterplan the application should be refused.

Agreed highway improvements are required at Fiveways and no provision is made for this in the plans.

there are concerns about the location of the access to the site being so close to the Fiveways junction.

There are concerns about the flood risk on part of the site.

there is evidence of land contamination and no plan to deal with this.

The site is in close proximity to listed buildings.

Planning List BFC 13/21

21/00244/REM Land north of Newhurst Gardens, Newhurst Gardens, Warfield, Bracknell, Berkshire

Submission of details of access, appearance, landscaping, layout and scale pursuant to Outline Permission APP/R0335/W/17/3182713 (erection of up to 50 residential dwellings (including up to 25% affordable housing), parking, open space and landscaping with access from Newhurst Gardens). For clarity, although access was approved under the outline, an alternative access design is submitted or consideration as part of this application.

Recommended refusal

There is no visitor parking indicated on the plans as required by local parking standards.

21/00257/FUL The New Bungalow Warfield House, Bracknell Road, Warfield, Berkshire RG42 3AT

Erection of 1x 4 bedroom detached dwelling with basement following demolition of existing dwelling.

Considered no objection

21/00069/TRTPO Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire RG42 6HU

TPO 657a and TPO 1330 – Application to prune 7 trees and fell 1 tree.

Observation made

Leave to Tree Officer. The council recommends a replacement native tree is planted to replace the tree removed.

21/00286/PADAS Matchbox Cottage Bracknell Road, Warfield, Bracknell, Berkshire RG42 6BP

Prior Approval for construction of first floor extension to existing dwelling under Class AA of the GDPO.

Considered no objection

21/00076/TR5 MacLaren House, Warfield Park, Warfield, Bracknell, Berkshire RG42 3RG

TPO 1222 – Application to prune 1 tree.

Approved prior to the meeting

21/00260/FUL Lambrook School, Winkfield Row, Bracknell, Berkshire RG42 6LU

Erection of Multi Use Games Area, Netball Court and car parking including levelling works, associated infrastructure including fencing and gate to site.

Recommended refusal

The entire development is out of keeping with the rural area of Cricketers Lane as defined by BFC character assessment for the area.

EA flood mapping suggests that part of the site is at risk of flooding which could be exacerbated by this proposal.

Cricketers Lane is a narrow single vehicle lane and unsuitable for additional traffic accessing the site.

The proposed entrance is close to the junction with Bracknell Road

008. Planning determinations of Bracknell Forest Council

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

20/00751/FUL Land adjacent to The Elms, Warfield Park, Bracknell, Berkshire

Change of use of land for the siting of 2x mobile homes (according with the definition of a caravan), erection of detached garages, together with access, parking and landscaping.

Refusal by Delegated Decision

20/00961/FUL 11 Patrick Gardens, Warfield, Bracknell, Berkshire RG42 3EZ

Erection of single storey rear extension following demolition of existing conservatory.

Approval by Delegated Decision

20/00812/FUL 4 Bedfordshire Down, Warfield, Bracknell, Berkshire RG42 3UA

Erection of a part 2 storey, part first floor side/rear extension, single storey side and rear extensions, and extended driveway.

Approval by Committee Decision

20/01000/FUL Delrena The Splash, Warfield, Bracknell, Berkshire

Erection of first floor extension, two storey extensions to rear and side, single storey side extension and canopy to front.

Approval by Delegated Decision

20/00371/TRTPO Land at Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TX

TPO 393 – Application to prune 1 tree.

Approval by Delegated Decision

20/01044/FUL 7 Surrey Court, Warfield, Bracknell, Berkshire RG42 3XR

Retrospective change of use from amenity land to residential curtilage (C3 use class) enclosed by 1.8m high fence and retention of land.

Approval by Delegated Decision

20/01089/FUL Cruchfield Manor, Ascot Road, Warfield, Bracknell, Berkshire

Demolition of three storey side bay, lean-to porch and single storey additions to former dairy, erection of single storey rear and side extension, amendments to existing fenestration and internal alterations.

Refusal by Delegated Decision

20/01090/LB Cruchfield Manor, Ascot Road, Warfield, Bracknell, Berkshire

Application for listed building consent for demolition of three storey side bay, lean-to porch and single storey additions to former dairy, erection of single storey rear and side extension, amendments to existing fenestration and internal alterations.

Refusal by Delegated Decision

21/00084/FUL 48 Hebbecastle Down, Warfield, Bracknell, Berkshire RG42 2QF

Erection of single storey rear extension, enlargement of existing first floor side extension and installation of rear facing dormer.

Approval by Delegated Decision

009. Planning appeals

Members noted that the appeals for 19/01109/FUL Knibbs Knook, Warfield Street and 19/00888/FUL Scotlands House, Forest Road, Newell Green were both dismissed.

010. Ongoing issues

a. CIL and S106 contributions

There was no update to report.

b. Current and potential enforcement cases

There was no update to report.

011. Developing a response to the local plan

The Clerk brought forward proposals to appoint consultants ONeill Homer to assist with the development of a response to the draft local plan.

Cllr Ms Dulieu proposed the appointment of ONeill Homer. This was seconded by Cllr Fitzwilliams and APPROVED by members present.

012. Representative reports

Cllr Mrs Wallen mentioned the fence on land opposite Planners Farm and asked if anything could be done.

Cllr Ms Thorin asked about the CCTV cameras for fly tipping. The Clerk had no update.

Cllr Ms Dulieu asked about a letter regarding the Waste Plan. The Clerk would investigate.

Cllr M Jones asked about the blocked access to SANG at Church Lane.

012. Date of next meeting

The date for the next meeting is on Tuesday 27 April 2021 via Zoom.

013. Closure of the meeting

There being no further business the meeting closed at 9:07pm.

STANDING ORDERS

1.0 Purpose

1.1 The council reviews its standing orders at the annual meeting. This paper contains details of updates to the standing orders for consideration and approval.

2.0 Committee review

2.1 This version of the standing orders has been reviewed by the Finance & General Purposes Committee and are recommended for approval.

3.0 Updates

3.1 There are no significant updates in the draft standing orders circulated to the committee. The changes in this version are:

- There is a reordering of the opening sections
- Sections on public participation, questions or statements by councillors and confidential business have been added
- Working groups have been separated from the section on committees and sub-committees
- The wording and order of text in some sections have been updated to make the text more readable

3.2 The standing orders contain references in section 20 to the European Union (EU). The government advised that EU law would be incorporated into UK legislation following the withdrawal of the UK from the EU. It is expected that UK will be updated in due course.

3.3 It is expected that updated model standing orders will be circulated to the sector in coming months as a result of changes outlined in 3.3 and potential updates to meeting arrangements.

4.0 Specific changes

4.1 Section 3 has been included to cover public participation.

4.2 This section is based upon the public participation arrangements previously agreed by council, which has resulted in other references to public participation being removed from the standing orders.

4.3 Section 6 on working groups has been created and incorporates text from elsewhere in the standing orders. In the previous version this text was included in committees and sub-committees. The text has been separated as the council regularly uses working groups and permits committees to set up working groups without referral to full council.

4.4 Section 29 has been added to permit councillors who are not members of committees to request the opportunity to ask a question or make a statement. This only applies to items on the agenda of a committee and the request must be made in advance of the meeting.

4.5 Section 30 has been added to cover confidential business.

5.0 Recommendation

Members are asked APPROVE the draft standing orders (May 2021).

Standing Orders

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1.0 Meetings generally

- 1.1 **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.**
- 1.2 **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.**
- 1.3 **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.**
- 1.4 **Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. A person present may not orally comment or report on the meeting whilst the meeting is in progress.**
- 1.5 **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.**
- 1.6 **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 1.7 **The person presiding at the meeting may exercise all the powers and duties of the chairman in relation to the conduct of the meeting.**
- 1.8 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and voting.**
- 1.9 **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 7.9 and 7.10 below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- 1.10 **Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 1.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- 1.12 The minutes of a meeting shall include an accurate record of the following:
- a. the time and place of the meeting.
 - b. the names of councillors present and absent.
 - c. apologies provided to the Proper Officer at the start of the meeting
 - d. interests that have been declared by councillors and non-councillors with voting rights.
 - e. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - f. if there was a public participation session; and
 - g. the resolutions made.

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

1.14 **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present.** For committees and working groups see standing order 5.12.

1.15 **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.

1.16 A meeting shall not exceed a period of 2½ hours unless proposed by the Chairman and agreed by a majority of those present.

1.17 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the Council may in their absence be done by, or before the Vice-chairman of the council.

2.0 Public participation

2.1 Members of the public have no legal right to speak unless the chairman of the meeting authorises them to do so. However, as part of its community engagement, the parish council allows a time for public participation near the beginning of its meetings when members of the public are invited to speak.

2.2 Public participation sessions will be indicated on the agenda of open meetings of the council and its committees. Public participation may take the form of a direct address to members at the meeting or through a submitted statement in advance to the Clerk.

2.3 The session will be limited to a maximum time of 10 minutes unless directed by the Chairman of the meeting.

- 2.4 The time for each member of the public to speak is limited to 5 minutes, although the chairman of the meeting may impose a shorter time allowance if more than two persons indicate they wish to speak.
- 2.5 Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting will direct the order of speaking. Where more than one member of the public wishes to speak on the same topic the Chairman will expect participants not to repeat comments made by earlier speakers. Where possible a single representative should speak on behalf of those with similar concerns to avoid duplication and make the best use of the public participation period.
- 2.6 The Chairman has the right to say that any question or statement is inappropriate and will not be accepted, this includes an issue being repeated at multiple meetings, unless there has been a material change in circumstances to the issue raised. The Chairman will not allow any participation which is of a personal nature or relates to individual issues, nor in respect of complaints which must be dealt with through the councils adopted complaints process.
- 2.7 A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public. The Chairman may direct that a written or oral response be given.
- 2.8 No person participating will behave offensively or improperly. The Chairman of the meeting shall direct such a person to moderate or improve their conduct. If the person disregards the request of the Chairman, the Chairman may direct the person no longer be heard or be excluded from the meeting.
- 2.9 The council has published a document outlining Public Participation which is available on the council's website.

3.0 Rules of debate at meetings

- 3.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 3.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 3.3 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 3.4 One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 3.5 A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 3.6 When a motion is under debate, no other motion shall be moved except:
- a. to amend the motion.

- b. to proceed to the next business.
 - c. to adjourn the debate.
 - d. to put the motion to a vote.
 - e. to ask a person to be no longer heard or to leave the meeting.
 - f. to refer a motion to a committee or sub-committee for consideration.
 - g. to exclude the public and press.
 - h. to adjourn the meeting; or
 - i. to suspend a particular standing order(s) excepting those which reflect mandatory statutory requirements.
- 3.7 Before a motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated.

4.0 Disorderly conduct at meetings

- 4.1 No person, including councillors, shall obstruct the transaction of business at a meeting or behave offensively or improperly or **in such a manner as to bring the council into disrepute**. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 4.2 If a person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 4.3 If a resolution made under standing order 4.2 above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include a temporary suspension or closure of the meeting.

5.0 Committees and sub-committees

- 5.1 Standing Orders 1.1 to 1.16 inclusive, shall apply to meetings of committees as they do to full council meetings.
- 5.2 Standing orders 1.8, 1.9 and 1.12 shall apply to meetings of sub-committees as they do full meetings.
- 5.3 The Council shall not appoint any member of a committee or sub-committee to hold office later than the next annual meeting.
- 5.4 **The minimum three clear days public notice of a meeting of a committee or sub-committee 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.
- 5.5 **Unless the council determines otherwise, a committee may appoint a sub-committee** or working group **whose terms of reference and members shall be determined by the committee** as per 5.9.

- 5.6 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- 5.7 **Unless the council determines otherwise, all the members of a working group and a sub-committee of a committee may be non-councillors.**
- 5.8 The Council will appoint three standing committees, the Finance & General Purposes Committee, the Planning & Transport Committee, and the Staffing Committee, which will be established in accordance with standing order 5.9.
- 5.9 The council may appoint committees, sub-committees or working groups as may be necessary, and:
- a. shall determine their terms of reference.
 - b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council.
 - c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - d. shall, after it has appointed the members of a committee, appoint the chairman of the standing committees (see also 5.6, 5.7 and 5.10):
 - e. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - f. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend.
 - g. shall delegate to a committee applicable financial controls.
 - h. may dissolve a committee.
- 5.10 The Chairman or vice-chairman of the Council may not be appointed to the role of chairman of the Finance & General Purposes committee.
- 5.11 Except where ordered by the Council in respect of a committee or by the relevant committee in respect of a sub-committee, the quorum of a committee or sub-committee shall be no less than three voting members.
- 5.12 Any Councillor shall be entitled to attend any meetings of any committee or sub-committee of which they are not a member, except for the Staffing Committee. They may not vote and do not have a right to speak unless standing order 29 applies.
- 6.0 Working groups**
- 6.1 The council or any committee may appoint a working group as it considered necessary to provide detailed consideration to any matter within its remit.
- 6.2 Any such working group shall formulate a recommendation to the council or appropriate committee but cannot decide on behalf of the council or committee.

- 6.3 Working groups should operate to an agreed terms of reference, be time limited and dissolved upon completion of their work.
- 6.4 Working groups do not require the usual public notice and are not required to admit the public or the press or keep formal minutes of meetings, although notes should be taken of meetings. The quorum of a working group will be three members.
- 6.5 The council or a committee may appoint persons other than members of the council to any working group.
- 6.6 Membership of a working group should be reconfirmed after every annual meeting.
- 6.7 The Parish Clerk may be an ex-officio member of any working group.

7.0 Ordinary council meetings

- 7.1 In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- 7.2 In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- 7.3 If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- 7.4 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 directs.**
- 7.5 The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**
- 7.6 The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- 7.7 The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- 7.8 In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- 7.9 In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- 7.10 The business of the annual meeting shall include:

- a. The election of the Chairman of the council and to receive the chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
- b. The election of the Vice-chairman of the council.
- c. In an election year to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date.**
- e. Confirmation of the accuracy of the minutes of the last meeting of the council.
- f. Receipt of the minutes of the last meeting of a committee.
- g. Consideration of the recommendations made by a committee.
- h. Appointment of members to standing committees and their chairs.
- i. Appointments to other committees (see 5.0).
- j. Confirm the delegations and terms of reference for committees.
- k. Appointment of representatives to outside bodies.
- l. determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- m. Confirm the appointment of the Internal Auditor.

8.0 Extraordinary meetings of the council and committees and sub-committees

8.1 The Chairman of the Council may convene an extraordinary meeting of the council at any time.

8.2 If the Chairman of the Council does not or refuses to 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 must be signed by the two councillors.

8.3 The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

8.4 If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by two members of the committee or the sub-committee any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

9.0 Previous resolutions

- 9.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 11 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 9.2 When a motion moved pursuant to standing order 9.1 above has been disposed of no similar motion may be moved within a further six months.

10.0 Voting on appointments

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

11.0 Motions for a meeting that require written notice to be given to the Proper Officer

- 11.1 A motion shall relate to the responsibilities of the meeting which it is tabled for 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.
- 11.2 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.
- 11.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 11.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 11.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 3 clear days before the meeting.
- 11.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 11.6 The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- 11.7 Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

12.0 Motions at a meeting that do not require written notice

12.1 The following motions may be moved at a meeting without written notice to the Proper Officer:

- a. to correct an inaccuracy in the draft minutes of a meeting.
- b. to move to a vote.
- c. to defer consideration of a motion.
- d. to refer a motion to a particular committee or sub-committee.
- e. to appoint a person to preside at a meeting.
- f. to change the order of business on the agenda.
- g. to proceed to the next business on the agenda.
- h. to require a written report.
- i. to appoint a committee or sub-committee and their members.
- j. to extend the time limits for speaking.
- k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- l. to not hear further from a councillor or a member of the public.
- m. to exclude a councillor or member of the public for disorderly conduct.
- n. to temporarily suspend the meeting.
- o. to suspend a particular standing order (unless it reflects mandatory statutory requirements shown in this document in **bold**).
- p. to adjourn the meeting; or
- q. to close a meeting.

13.0 Management of Information

13.1 **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.**

13.2 **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).**

13.3 **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.

- 13.4 **Councillors, staff, the Council’s contractors, and agents shall not disclose confidential information or personal data without legal justification.**

14.0 Draft minutes

- 14.1 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.
- 14.2 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 12.1a above.
- 14.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 14.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 14.5 Upon 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.

15.0 Code of conduct and dispensations

See also standing order 1.13 above.

- 15.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. This code of conduct will be in common with Bracknell Forest Council.
- 15.2 Unless 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 has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which they had the interest.
- 15.3 Unless he 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 has another interest, if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- 15.4 **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.

15.5 A decision as to whether to grant a dispensation shall be made by the Proper Officer.

15.6 A dispensation request shall confirm:

- a. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
- b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
- c. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- d. an explanation as to why the dispensation is sought.

15.7 Subject to standing orders 15.4 and 15.6 above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.

15.8 A dispensation may be granted in accordance with standing order 15.5 above if having regard to all relevant circumstances the following applies:

- a. 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 or**
- b. granting the dispensation is in the interests of persons living in the council's area or**
- c. it is otherwise appropriate to grant a dispensation.**

16.0 Code of conduct complaints

16.1 Upon notification by Bracknell Forest 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 13 above, report this to the council.

16.2 Where the notification in standing order 16.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman 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 16.4 below.

16.3 The council may:

- a. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law.
- b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

16.4 **Upon notification by Bracknell Forest 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.**

17.0 Proper Officer

17.1 The Proper Officer shall be the Parish Clerk. In the absence of the Clerk, the Chairman of the Council and the Chairman of the Finance & General Purposes Committee shall appoint an individual/s to undertake the role of Proper Officer.

17.2 The Proper Officer shall:

at least three clear days before a meeting of the council, a committee, and a sub-committee

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 1.2 above for the meaning of clear days for a meeting of a full council and for a meeting of a committee.

- a. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- b. **facilitate inspection of the minute book by local government electors.**
- c. **receive and retain copies of byelaws made by other local authorities.**
- d. hold acceptance of office forms from councillors.
- e. hold a copy of every councillor's register of interests.
- f. 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.
- g. liaise, as appropriate, with the Council's Data Protection Officer.
- h. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- i. 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).
- j. arrange for legal deeds to be executed.

See also standing order 25 below.

- k. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- l. record every planning and tree application notified to the council and the council's response to the local planning authority.
- m. refer planning and tree applications to the Planning & Transport Committee.
- n. manage access to information about the council as appropriate
- o. 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 25 below.

- p. Carry out other activities as laid out in the in the council's scheme of delegation.

18.0 Responsible Financial Officer

- 18.1 The council has appointed appropriate the Parish Clerk to undertake the work of the Responsible Financial Officer. In the absence of the Clerk, the Chairman of the Council, with the Chairman of the Finance & General Purposes Committee shall appoint an individual/s to undertake the role of Responsible Financial Officer.

19.0 Accounts and accounting statements

- 19.1 "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- 19.2 All payments by the council shall be authorised, approved, and paid in accordance with the law, proper practices, and the council's financial regulations.
- 19.3 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:
 - a. the council's aggregate receipts and payments for the year to date.
 - b. 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.
- 19.4 As soon as practicable after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - a. each councillor with a statement summarising the council's receipts and payments for the year to date for information; and
 - b. to the full council the accounting statements for the year in the form of Section 2 of the Annual Governance & Accountability Return, as required by proper practices, for consideration and approval.

19.5 The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. The Annual Governance & Accountability Return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20.0 Financial controls and procurement

20.1 The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- a. the keeping of accounting records and systems of internal controls.
- b. the assessment and management of financial risks faced by the council.
- c. 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.
- d. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- e. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

20.2 Financial regulations shall be reviewed at least annually for fitness of purpose by the Responsible Financial officer and reported to the council.

20.3 **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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

20.4 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:

- a. a specification for the goods, materials, services, or the execution of works shall be drawn up.
- b. an invitation to tender shall be drawn up to confirm (a) 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.

- c. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
- e. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
- f. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

20.5 Neither the council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

20.6 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

20.7 **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

21.0 Handling staff matters

21.1 A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 13 above.

21.2 The Staffing Committee will conduct a review of the performance and annual appraisal of the work of the Clerk & Responsible Financial Officer.

21.3 The Clerk will conduct a review of the performance and annual appraisal with all other members of staff, unless directed by resolution by the council.

21.4 All staff will have their terms and conditions of contract reviewed annually by November, ahead of the annual estimates and any amendments required will be proposed to council through the Staffing Committee.

21.5 Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman or in his absence,

the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.

- 21.6 Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- 21.7 Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters as confidential and secure.
- 21.8 The council shall keep all written records relating to employees secure.
- 21.9 Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

22.0 Responsibilities to Provide information

- 22.1 **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.**
- 22.2 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23.0 Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 13

- 23.1 The Council shall appoint a Data Protection Officer.
- 23.2 **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- 23.3 **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 23.4 **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.**
- 23.5 **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.**
- 23.6 **The Council shall maintain a written record of its processing activities.**

24.0 Relations with the press/media

- 24.1 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 by the Proper Officer.

25.0 Execution and sealing of legal deeds

See also standing orders 17.2i and 17.2o above.

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

25.2 **Subject to standing order 25.1 above, any two councillors may sign on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

26.0 Communicating with Unitary councillors

26.1 The council may decide to send an invitation to attend a meeting of the council, together with the agenda, to the ward councillor(s) of Bracknell Forest Council representing the area of the council.

27.0 Restrictions on councillor activities

27.1 Unless authorised by a resolution, no councillor shall:

- a. inspect any land and/or premises which the council has a right or duty to inspect; or
- b. issue orders, instructions, directions, or letters on behalf of the Council.

28.0 Standing orders generally

28.1 All or part of a standing order, except one that incorporates mandatory statutory requirements (shown in **bold**), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

28.2 A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.

28.3 The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

28.4 The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

28.5 The standing orders shall be subject to regular review. The Proper Officer will ensure the standing orders reflect statutory requirements or good practice and make the necessary recommendations.

28.6 In the event of the council operating on political lines, additional guidance will be published as an addendum to the standing orders.

29.0 Questions or statement by councillors

29.1 A councillor who is not a member of a committee may request of the chairman of the committee permission to ask a question or request to make a statement on an item under consideration by the committee or on a matter overseen by the committee.

- 29.2 The request and the question shall be made in writing to the Parish Clerk no later than 12 noon on the day of the meeting. The Clerk will relay the request to the chairman of the committee. The chairman decision is final.
- 29.3 The question or statement asked by the Councillor will be the question or statement submitted to the Clerk.
- 29.4 Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- 29.5 An answer may take the form of:
- a. A direct oral answer
 - b. Where the desired information is in a publication of the Council or other published work, a reference to that publication or
 - c. Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days
- 29.6 A Councillor asking a question under SO 29.2 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.
- 30.0 Confidential business**
- 30.1 No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council and discussed, for the avoidance of doubt, after the passing of a motion to exclude the public and the press.
- 30.2 The content of any document or report circulated to Councillors which are marked CONFIDENTIAL shall not be disclosed to any other person as per 30.1.

TEMPORARY STANDING ORDER (DECISION MAKING)

1.0 Purpose

- 1.1 The report contains draft standing order 31, which is proposed to allow decision making to continue while the council continues to meet virtually.

2.0 Background

- 2.1 The government have indicated that the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) will expire on 7 May and not be extended. On expiry of these regulations' provisions in the Local Government Act 1972 take effect. At the time of writing this would see a return to face-to-face meetings to permit decision making.
- 2.2 Local government sector representatives have advised councils to look for alternative models to face-to-face while lockdown continues and while members and officers undergo vaccination.
- 2.3 At the recent members meetings, members considered a number of options and asked the Clerk to bring forward options to allow the council and its committees to continue to meet virtually, for a limited period.

3.0 Arrangements

- 3.1 The Local Government Act 1972 s.101 permits the council to delegate powers to committees or officers. The council already does this through the scheme of delegation.
- 3.2 The attached standing order, is a temporary measure with a sunset clause that would see council, or its committees make recommendations to the Clerk who would then take the formal decision. The Clerk would be required to carry out the recommendation of the council or committee and for this to be signed off as the agreed course of action by the chairman of the council or committee.
- 3.3 This arrangement would end at 11:59pm on Wednesday 7 July 2021 unless extended by full council.
- 3.4 Standing order 31 sets out the actions the Clerk is required to take.
- 3.5 The council and its committees would continue to meet virtually until 7 July.

4.0 Text of draft standing order 31

Standing Order 31 – Temporary delegation of decisions from meetings

- 31.1. Under section 101 of the Local Government Act 1972, the council will make use of delegatory power provision to allow virtual meetings to continue, on a temporary basis.
- 31.2. Meetings will make recommendations to the Proper Officer.

- 31.3. **The temporary delegation provisions in standing order 31.4 will expire no later than 11:59pm on Wednesday 7 July, unless extended by authority of the full council.**
- 31.4. The Proper Officer is empowered to take, in conjunction with the chair of the council or the appropriate committee any decisions recommended to them by the relevant committee or full council.
- 31.5. This empowerment does not affect the delegations already in place via Standing Orders, Financial regulations or the scheme of delegation.
- 31.6. The Proper Officer may not take additional decisions that would normally be taken by a committee or full council unless that committee or full council has met in a meeting convened under the requirements of the Local Government Act 1972 and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.
- 31.7. Recommended decisions made at meetings will be circulated by the Proper Officer to the appropriate chair, who must confirm their consent in writing that the recommendation is correct and can be actioned by the Proper Officer. All decisions taken under 31.4 will be advised to members in accompaniment to the minutes of the meeting.
- 31.8. The following items are reserved for full council decision only and cannot be delegated under this standing order.
- To appoint the chairman and vice-Chairman
 - To sign off the Annual Governance & Accountability Statement
 - To set the precept
 - To appoint the Parish Clerk
 - To make byelaws
 - To borrow money
 - To consider any matter required that by law should be considered by council.

4.0 Recommendation

That members APPROVE standing order 31 as attached.

FINANCIAL REGULATIONS

1.0 Purpose

1.1 The council reviews its financial regulations at the annual meeting. This paper contains details of updates to the financial regulations for consideration and approval.

2.0 Committee review

2.1 This version of the financial regulations has been reviewed by the Finance & General Purposes Committee and are recommended for approval.

3.0 Updates

3.1 There are no changes to the previously approved financial regulations.

3.2 It is expected that updated model financial regulations will be circulated to the sector in coming months and any updates will be brought forward to a future meeting.

4.0 Recommendation

Members are asked to APPROVE the draft financial regulations.

Financial Regulations

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1.0 General

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control including risk management.
- 1.3 The council's accounting control systems must include measures:
- for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - to identify the duties of officers.
- 1.4 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 A breach of these Regulations by an employee may constitute gross misconduct.
- 1.6 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.7 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.8 The RFO:
- acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.

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

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

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

1.11 The accounting control systems determined by the RFO shall include:

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

1.12 The council shall not delegate certain specified decisions. In particular any decision regarding:

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

1.13 In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment in excess of £10,000; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

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

1.15 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG)

2.0 Accounting and audit (Internal and External)

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

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

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

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

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

2.6 The internal auditor shall:

- be competent and independent of the financial operations of the council.
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

2.7 Internal or external auditors may not under any circumstances:

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

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

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

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

3.0 Annual estimates (budget) and forward planning

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

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

3.3 The council shall consider annual budget proposals in relation to the council's annual and longer-term plans including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

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

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

4.0 Budgetary control and authority to spend

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

- the council for all items over £25,000.
- a duly delegated committee of the council for items up to £25,000.
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £2,500.
- the Clerk for items up to £1,000.

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

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

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

4.3. Unspent provisions in the revenue or capital budgets for projects shall not be carried forward to a subsequent year without the authority of the council.

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

4.5. In cases of an illegal encampment or other extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. In the instance of an illegal encampment the limit of £6,000 shall apply for the eviction and £3,000 for repairs and clearance work. The Clerk shall report such action to the chairman of the Council and Finance & General Purposes Committee as soon as possible and to the council as soon as practicable thereafter.

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

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5.0 Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The council will produce an annual investment strategy where its investments in a year exceed £100,000.
- 5.3. The RFO shall prepare a schedule of payments requiring authorisation and together with the relevant invoices, present the schedule to Council or the Finance & General Purposes committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance & General Purposes Committee Meeting.
- 5.6. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments

shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.

- b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee; or
 - c) Fund transfers within the councils existing banking arrangements up to the sum of £250,000, provided that a list of such transactions shall be submitted to the next appropriate meeting of council or finance committee.
 - d) for goods and services up to the limit shown in regulation 4.1 provided there is an agreed budget item.
- 5.7. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.
- 5.8. A record of regular payments made under 5.7 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.9. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 5.10. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.11. The council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time.

6.0 Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation at least one signatory shall initial the cheque counterfoil and the invoice or similar documentation.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance & General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for supplies and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN), password(s) or any other form, these will be issued individually to members and to staff. Access will be cancelled immediately a member stands down or member of staff leave their role. During

an ordinary election period, access will be maintained for members until four days after polling day and will only be cancelled if a member has not been re-elected to office.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member of the Finance & General Purposes Committee. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction up to the limits set in section 4.1 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the Finance & General Purposes Committee and authority for topping-up shall be at the discretion of the Finance & General Purposes Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff should only be used under exceptional circumstances.

- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 6.22. The RFO may provide an advance of up to £50 to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

7.0 Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation and any contractual obligations to staff for pension contributions. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate recipient of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

8.0 Loans and investments

- 8.1. All borrowings shall be made in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9.0 Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council, through an appropriate committee, will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.

- 9.7. Personal cheques shall not be cashed.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least six monthly and to coincide with the financial year end.
- 9.9. The RFO will take the necessary steps to ensure that cash is handled and recorded appropriately and that any significant sums are checked and reconciled by more than one person.
- 9.10 The RFO will keep the methods for receiving fees and charges and any other payments under review and will make recommendations on changes to the Finance & General Purposes Committee.
- 9.11. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10.0 Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11.0 Contracts

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

Every contract shall comply with these financial regulations, and no exceptions shall be made except for those contracts which relate to items (i) to (vi) where these procedures need not apply.

- i. for the supply of gas, electricity, water, sewerage and telephone services.

- ii. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants and IT.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs or updates to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the Finance & General Purposes committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- 11.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- 11.4. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.5 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 11.6 Any invitation to tender issued under this regulation shall be subject to Standing Order 20.4 and shall refer to the terms of the Bribery Act 2010.
- 11.7 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (11.1) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates (total cost only). Otherwise, Regulation 10 (3) above shall apply.
- 11.8 The council may choose to appoint an approved contractor for specified works or activities. The appointment of the approved contractor and the specified works and

activities will be agreed by full council and the decision recorded in the minutes. The approval will be reviewed every three years. For all works requested by the council, the approved contractor will be asked to provide a quote for approval. Where the works are valued at less than £10,000 ex VAT, the contractor can be authorised by the Clerk, council or an appropriate committee, to carry out the specified works. For works valued above £10,000 the arrangements in regulations 11.2 or 11.7 will apply.

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

12.0 Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13.0 Stores and equipment

- 13.1. The Clerk shall be accountable for the care and custody of all stores and equipment. Responsibility may be delegated to others for example, cleaning equipment and materials shall be the responsibility of the Caretaker.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

14.0 Assets, properties and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan,

reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable asset shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable asset does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the full council, together with any other consents required by law, in each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable asset shall be purchased or acquired without the authority of the council. In each case a report in writing shall be provided to council with a business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.0 Insurance

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall ensure the council has adequate insurance cover in place and report this to the Annual Meeting.
- 15.2. The RFO shall keep a record of all insurances held by the council and the property and risks covered thereby and annually review it.
- 15.3. The Clerk will notify any loss liability or damage to the insurers and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16.0 Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and

separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17.0 Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council or appropriate committee.

18.0 Suspension and revision of financial regulations

- 18.1. It shall be the duty of the council to review these Financial Regulations from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution with a named vote, of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

SCHEME OF DELEGATION

1.0 Purpose of this report

1.1 This report contains the updated scheme of delegation for the council. This sets out the delegations granted by council to committees, working groups and officers.

2.0 Updates

2.1 The scheme of delegation has been updated to include the terms of reference for the Staffing committee considered and recommended by the Finance & General Purposes Committee and includes an update on working groups.

2.2 Under the scheme of delegation, committees can create their own working groups, without requiring agreement from full council. This will allow committees to engage working groups quicker.

3.0 Recommendation

Members are asked to APPROVE the scheme of delegation.

Scheme of Delegation

1.0 Introduction

- 1.1 This document sets out the manner in which Warfield Parish Council has delegated its powers.
- 1.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:
- “s. 101 Arrangements for discharge of function by local authorities
- (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:
 - (a) by a Committee, a sub-committee or an officer of the authority, or
 - (b) by any other local authority
 - (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a sub- committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
 - (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
 - (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
 - (5) A local authority’s functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.”
- 1.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been ‘decided’ by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned (**Standing Order 10 a. iv**).

1.4 The intention of the scheme of delegation is that the Council should act with all reasonable speed. Decisions should be taken at **the most suitable an appropriate** level and that officers are given power over the day-to-day **administration operations** of the Council.

2.0 Proper Officer and Responsible Financial Officer

2.1 The Clerk to the Council is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

2.2 The Clerk to the Council is designated and authorised to act as the Responsible Financial Officer (RFO) for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.

2.3 The Clerk to the Council, usually known as the Parish Clerk, is employed by the council under section 112 of the Local Government Act 1972 for the proper discharge of its functions.

2.4 The Clerk to the Council shall do the following;

- i. at least three clear days before a meeting of the council, a committee or sub-committee serve on councillors by delivery or post at their residences or by e-mail authenticated in such manner as the proper officer sees fit, a signed summons confirming the time, place and the agenda**
- ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- iii. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in the office, in accordance with 2.4(i) OR 2.4(ii) above.**
- iv. Receive and retain copies of byelaws made by local authorities.**
- v. Receive and retain declarations of acceptance of office from councillors.**
- vi. Make available for inspection the minutes from meetings.**
- vii. retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- viii. Keep proper records required before and after meetings;
- ix. process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's procedures relating to the same.
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

- xi. manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xii. arrange for legal deeds to be signed by 2 councillors and witnessed.
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority.
- xiv. refer planning applications received by the Council to Planning & Transport Committee.
- xv. institute and appear in any legal proceedings authorised by the Council,
- xvi. appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
- xvii. as required, alter the date or time of a committee meeting, but before doing so, shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times.
- xviii. manage the Council's allotments.
- xix. undertake day to day management and maintenance of Council land and facilities.
- xx. prepare statements for the press where the known policy of the council exists.
- xxi. carry out the wishes of any Council, Committee or sub-committee decision.
- xxii. develop and maintain the councils I.T. capabilities, including the council website and social media activity.
- xxiii. manage the day-to-day operational management of the council.
- xxiv. action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xxv. organise and manage events on behalf of the council including Arts Week and Summer of Fun.
- xxvi. represent the council at meetings and forums.
- xxvii. Prepare, produce and publish council publications and documents

2.5 The Clerk to the Council is authorised as follows:

- i. to arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- ii. to incur expenditure up to limit set in the Financial Regulations.
- iii. to incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit set in Financial Regulations. The

Clerk to the Council shall report the action to the council as soon as practicable thereafter.

- iv. to authorise for payment, staff salaries and expenses in line with council policy.
- v. to prepare VAT reclaim on behalf of the council.
- vi. to take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- vii. to issue invoices on behalf of the council.
- viii. to carry out duties in line with the responsibilities of RFO.
- ix. to carry out duties in accordance with the Financial Regulations of the parish council and the Audit and Accounting and Governance regulations.
- x. to accept bookings and to negotiate and authorise the rents and fees for persons using the facilities provided by the council, other than standard charges proscribed by the council, including free use of facilities, where required.
- xi. to let allotments, serve notices to cultivate and terminate allotment tenancies on breach of the tenancy conditions
- xii. to make recommendations on improvements, maintenance, layout, new and redundant areas, finance and any other relevant allotment matters
- xiii. to carry out annual inspection of all allotments
- xiv. to use promotions to encourage increased usage and overall income of the councils facilities or activities
- xv. to close all or parts of facilities to allow for maintenance work or in the interests of health & safety
- xvi. to keep all land and property under review and take such emergency action as may be necessary for the protection of the public or the Council's property
- xvii. to order goods, works and services as per Financial regulations
- xviii. Whilst retaining overall responsibility, the Clerk to the Council may delegate the duties listed above in 2.4 and 2.5 to other staff members with the exception of those marked in bold.

2.6 The Clerk to the Council is given delegated powers to act as line manager to all the Council staff in accordance with the Council's policies, procedures and budget, including:-

- i. the monitoring and management of staff performance
- ii. the management of discipline and grievance matters up to and including final written warning in line with council policy
- iii. the arrangement of staff training
- iv. the approval and authorisation of reasonable overtime as required

v. the approval and authorisation of annual leave entitlement and other absence as appropriate

2.7 The Clerk to the Council is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chairman of the Council or Chairman of the appropriate Committee shall be informed as soon as practically possible of any action taken by the Clerk to the Council.

3.0 Committees

3.1 Committees are delegated powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can RESOLVE and thereafter action can normally be taken by officers, however certain matters cannot legally be delegated and others, such as deciding major policy are reserved by the Council to itself. On such matters, committees can only RECOMMEND a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation has been approved by the Council.

3.2 Should members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate committee chairman or the Clerk to the Council, and if necessary the matter can be raised subsequently at committee.

3.3 Members are entitled to attend all committees and sub-committees whether or not they are members of the committee, although no voting rights or right to participate in discussions or proceedings are granted.

4.0 General arrangements for delegation of powers

4.1 Applicable to all committees of the Council

- a. The Council had delegated to every committee of the Council full powers to act in all matters covered by the committee's Terms of Reference subject to:
 - i the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council.
 - ii. prior Council approval of annual capital and revenue estimates
 - iii. any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured.
 - iv. when matters of major policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees and Sub-committees may consider the matter and make recommendations to the Council.

Major policy will arise either:

- a. on matters of major importance which have not previously been before the Council; or

- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter of major policy is involved.

v. prior Council approval to recommendations for the allocation of duties, powers and guidelines to committees.

- b. the exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any committee decision.
- c. every committee shall have power to authorise an officer, after consultation with the Chairman of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.
- d. every committee shall have the power to create and operate a working group as necessary.
- e. Notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary.

4.2 The following matters that are reserved for the full Council and may not be delegated to a committee:

- the adoption of Standing Orders and Financial Regulations
- the appointment of permanent representatives to outside bodies
- the making of by-laws
- the dismissal of officers
- the setting of the annual budget and precept
- the approval of final accounts and statutory return
- the noting the report of the Internal Auditor

5.0 Terms of reference and delegated authority – Finance & General Purposes Committee

5.1 The committee shall comprise of six members of the parish council.

5.2 The quorum of the committee shall be three members.

5.3 All committee members will be expected to become signatories to the principal bank account. The committee will nominate signatories for other accounts.

5.4 Members will participate in the councils internal checks process.

5.5 The key responsibilities of the committee are to:

- a. ensure that the council's finances and resources are managed in a responsible and prudent manner in accordance with the adopted Financial Regulations and

advising the council on all aspects of finance and financial policy, including the management of banking and any investments.

- b. assess and control financial, contractual and organisational risk.
- c. assess the impact of longer term Parish growth and development on the parish council's revenue needs, reserves and on any other financial ,legal or operational matter.
- d. provide the parish council's services at a cost that gives consistent good value to the parish community, commensurate with full and effective fulfilment of the council's operational role and policy aims.
- e. oversee the staffing of the council through the staffing committee

5.6 Operational responsibilities include:

- a. considering the annual budget proposals from the Parish Clerk and other committees and to agree an overall budget, reserves policy and precept requirement, including recommendations for grants and submitting this to Full Council for approval.
- b. monitoring the income and expenditure of the parish council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets is properly authorised and will not adversely affect the council's overall financial position.
- c. reviewing the year end accounts and annual return and to make recommendations to council for approval prior to submission to the external auditor.
- d. ensuring that the parish council maintains adequate levels of insurance cover, reviewing the schedule of cover annually on renewal.
- e. examining the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed and reported to council.
- f. ensuring that the parish council's standing orders and financial regulations are reviewed as per the required schedule, submitting any amendments to council for approval.
- g. ensuring that the council has in place the necessary written policies.
- h. ensuring that proper records are kept of the parish council's properties and significant assets.
- i. reviewing annually the effectiveness of the council's internal control and internal audit.
- j. ensuring the council is meeting its obligations to HM Revenue and Customs.
- k. overseeing the running of the Parish Office.

l. to deal on behalf of the parish council with any matters of policy which do not fall within the responsibilities of any other committee or where there is conflict between committees.

~~m. receive reports and consider recommendations and actions of the staffing sub-committee.~~

m. in addition to all of the above, the committee shall put in place whatever internal controls or recommend any action it considers necessary to ensure that the council's resources are properly managed and that rules and regulations are complied with.

5.7 The committee shall take whatever advice and action it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.

5.8 The committee shall have the power to authorise expenditure up to the amounts in the approved budget as per financial regulations.

5.9 The Clerk to the Council may vire between cost centres within a budget heading covered by the Committee.

6.0 Terms of reference and delegated authority – Planning & Transport Committee

6.1 The committee shall comprise of six members of the parish council.

6.2 The quorum of the committee shall be three members.

6.3 The committee will act on behalf of the parish council in respect of all planning, transport and other infrastructure issues which directly or indirectly may affect the Parish and to monitor s106 and Community Infrastructure Levy (CIL) contributions. The committee will act on behalf of the council in respect of any licencing applications received by the council.

6.4 Operational responsibilities include:

a. To study relevant plans, visit relevant sites and consider any comments from members of the public before submitting responses. These may be recommend approval, recommend refusal, observations or consider no objection.

b. To take note of decision notices and respond to BFC so as to promote the best interests of the parish and its residents.

c. To submit comments and recommendations regarding tree applications to the Bracknell Forest Council and to take note of decision notices in respect of tree applications received from the Bracknell Forest Council.

d. To ensure that any objections or recommendations are based solely on planning criteria.

e. To consider consultations and correspondence regarding planning issues including the infrastructure of the parish and beyond, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.

- f. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
 - g. To liaise with the Bracknell Forest Council, and Royal Borough of Windsor & Maidenhead, other town and parish councils and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the parish and environmental improvement schemes, which might have an impact on planning and transport.
 - h. to consider and respond to any street licencing requests received by the council.
 - i. to oversee the SpeedWatch programme within the parish.
- 6.5 The committee is delegated to make decisions on planning and street licencing applications and other appropriate matters directly to the relevant planning or licencing authority.
- 6.6 The committee shall take whatever advice and action it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.
- 6.7 The committee shall have the power to authorise expenditure up to the amounts in the approved budget as per financial regulations.

7.0 Terms of reference and delegated authority – Amenities Committee

- 7.1 The committee shall comprise of six members.
- 7.2 The quorum of the committee shall be three members is required.
- 7.3 The committee shall meet at least six times per year.
- 7.4 The purpose of the committee is promote, maintain and enhance the land, buildings and facilities of the council and for the planning of the councils events and activities. The committee will oversee the councils environmental activity.
- 7.5 The main responsibilities of the committee are;
- a. to provide a good range of facilities, capable of giving benefit to people of all ages
 - b. to oversee and review the management of the Brownlow Hall, Whitegrove Community Centre, Frost Folly Car Park, Quelm Allotments, Parish Office and the councils play areas.
 - c. to ensure amenities are well maintained and that the necessary checks and inspections are carried out and where necessary to ensure that steps are taken to remedy any shortcomings, defects or problems arising.
 - d. To set develop and set policy and to confirm compliance.
 - e. to review and oversee the five year maintenance programme.
 - f. to consider proposals for asset transfers to the council and make recommendations.

- g. to have oversight of the greenspaces in the parish, to maintain trees and vegetation on council land.
 - h. monitor, protect and promote the footpaths and rights of way within the parish.
 - i. to promote environmental sustainability in the parish and oversee the councils Climate Change Action Plan.
 - j. to review contracts and tenders.
 - k. to organise and promote events and activities.
- 7.6 The committee will be responsible for monitoring and setting the amenities budget and for approving expenditure against the approved budget.
- 7.7 The committee shall have the power to authorise expenditure up to the amounts in the approved budget as per financial regulations.
- 7.8 The Clerk to the Council may vire between cost centres within a budget heading covered by the Amenities Committee.

8.0 Terms of reference and delegated authority – Staffing Committee

- 8.1 The Staffing committee will be a standalone committee of the council. It can respond to the needs and requirements of the full council and its committees. The committee shall comprise of four members. These shall be the chairman of the council, the chairman of the Finance & General Purposes committee and two other members, who should not be committee chairs and at least one, who is not a member of the Finance & General Purposes Committee.
- 8.2 The quorum of the committee shall be three members.
- 8.3 The committee shall meet at least twice per year and at other times as required. The meetings of the committee will be closed to the press and the public and papers and minutes will be confidential.
- 8.4 The purpose of the committee is:
- a. To review staffing structures and levels and make recommendations to the council.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
 - c. To review staff salaries and terms of conditions and make recommendations to council.
 - d. To appoint a recruitment panel when necessary and recommend appointments to council. Recruitment panels will normally include at least two members plus the Clerk, unless the recruitment is for a new Clerk.
 - e. To appoint, members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action.
 - f. To appoint members to hear any formal grievance.
 - g. To review health and safety at work for all Council employees.
 - h. To oversee the annual appraisal process, including overall objective setting and oversee performance management matters and report to council accordingly.

8.5 The committee will have delegated authority to use and allocate funds relating to salaries and employee costs.

9.0 Terms of reference – Working groups

9.1 The council or a committee (the creating body) may form or disband a working group who will carry out tasks as defined by the creating body. Specific terms of reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next creating body meeting following the working group being established.

9.2 The Role of a working group will be:

- To tackle issues as directed by the creating body
- To be task specific and time limited
- To examine an issue in detail, read reports and related materials, examine options, get advice for the creating body
- To act as experts and/or liaise with experts
- To make recommendations to creating body
- To answer questions from the creating body

No funding or monies to be spent or committed without delegated authority or prior full council endorsement.

9.3 The creating body must direct the working group and set clear terms of reference for them regarding objectives, scope and outcome. The role of full council is to question and challenge the recommendations, in order to be satisfied of the correct decision.

The working group must facilitate the creating body with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

9.4 The operation of the working group:

- A Working group will not have a budget.
- The number of councillors on a working group shall be no less than three and no more than five members.
- The leader of the working group to be appointed by the creating body full council at the time of the working group members are appointed.
- The quorate of a working group will be a minimum of three councillors at each meeting.
- Work priorities and co-option of named experts to be approved by the creating body.
- The working group will prepare notes of meetings for the creating body to report on any activity and progress.
- A working group will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- The working group will examine options and make recommendations to the creating body.

APPOINTMENTS TO COMMITTEES

1.0 Purpose

1.1 This report contains the nominations for appointments to committees.

2.0 Committee structures

2.1 The standing orders of the council require the appointment of three standing committees:

Finance & General Purposes

Planning & Transport

Staffing

2.2 The council created an Amenities committee in 2019 and this continues to operate.

2.3 The council appoints members to standing committees. From the membership, the council will appoint a chair to each.

2.4 The council appoints members to the Amenities Committee. The committee selects its own chair.

2.5 There are two vacancies, one each on Finance & General Purposes and Planning & Transport. These can be filled at the meeting or at a later date once candidates are identified.

3.0 Appointments

3.1 To appoint the following members to the Amenities Committee:

Councillors Gareth Barnard
 Sheila Collings
 Lauren Gill
 Kelly Jones
 Iain McCracken
 Catherine Thorin

3.2 To appoint the following members to the Finance & General Purposes Committee:

Councillors Emma Barnard
 Colleen Dulieu
 Max Finch
 Iain McCracken
 Grant Strudley
 (1 vacancy exists)

A chair will be appointed after the members are appointed.

3.3 To appoint the following members to the Planning & Transport Committee:

Councillors Colleen Dulieu
Hugh Fitzwilliams
Mark Jones
Catherine Thorin
Claire Wallen
(1 vacancy exists)

A chair will be appointed after the members are appointed.

3.4 In addition to the Chairman of the Council and Chair of the Finance & General Purposes Committee, to appoint the following members to the Staffing Committee:

Councillors Emma Barnard
Colleen Dulieu

4.0 Motions required

4.1 The following motions should be proposed, seconded and APPROVED

- a. To appoint the named members to the Amenities committee
- b. To appoint the named members to the Finance & General Purposes committee
- c. To appoint the named members to the Planning & Transport committee
- d. To appoint the named members to the Staffing committee

following the appointment to the committees, members should appoint chairs as required.

4.2 The following motions should be proposed, seconded and APPROVED

- e. To appoint Cllr (insert name) as chair of the Finance & General Purposes committee
- f. To appoint Cllr (insert name) as chair of the Planning & Transport committee

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**1.0 Purpose**

1.1 This report contains the nominations to outside bodies.

2.0 Appointments

3.1 To appoint the following members to outside bodies:

Binfield, Warfield & Winkfield Arts Week*	Cllr Colleen Dulieu	
Bracknell Forest Nature Partnership	Cllr Sheila Collings	
Bracknell Forest parks & Public Realms*	<i>vacant</i>	
Bracknell Forest Town & Parish Liaison*	Council Chairman	Cllr Grant Strudley
Jealotts Hill Community Landshare*	Cllr Hugh Fitzwilliams	
Lily Hill Steering Group	Cllr Claire Wallen	
Northern Parishes *	Council chairman	Cllr Colleen Dulieu
Warfield Park Community Association	Cllr Colleen Dulieu	

*The Clerk is a member of the following bodies

3.0 Motion required

3.1 The following motion should be proposed, seconded and APPROVED

- a. To appoint the named members as representatives to outside bodies

MEETING DATES

1.0 Purpose of this report

1.1 This report contains the meeting dates for 2021-22 for approval by the council.

2.0 Recommendation

2.1 Members approve the meeting dates for 2021-22

Meeting Calendar 2021-22

	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
Council	5	9	7	-	8	6	10	8	26	-	9	6	12
Amenities	-	15	-	-	14	-	16	-	18	-	15	-	-
Finance & General Purposes	25	22	27	24	28	19	25	16	11	22	22	26	-
Planning & Transport	18	8, 29	20	10, 31	21	12	2, 23	14	4, 25	15	8, 29	19	11
Staffing	-	-	-	-	-	21	-	-	-	-	31	-	-

MISCELLANEOUS ITEMS FOR DECISION/INFORMATION

1.0 Purpose

1.1 This report contains miscellaneous items for information or decision by council.

2.0 Financial Management Procedure

2.1 The Clerk circulated the Financial Management Procedure to the Finance & General Purposes Committee for information. The procedure is attached for members to note.

3.0 General Reserve

3.1 The Clerk circulated the requirements for the General Reserve 2021-22 to the Finance & General Purposes Committee for information. The report is attached for members to note.

4.0 Recommendation

Members are asked to note the Financial Management Procedure and the General Reserve 2021-22 paper.

Financial Management Procedure

1.0 Introduction

- 1.1 The parish council's financial year commences on 1 April and ends on 31 March in each year. The parish council's financial business is managed on a day-to-day basis by the Responsible Financial Officer who is also the Parish Clerk. Oversight of activity is performed by the Finance & General Purposes committee who report to full council.
- 1.2 Financial business is governed by the Financial Regulations, which are reviewed at least annually, at the annual meeting of the council.

2.0 The Audit Regime

- 2.1 The external audit regime is overseen by the Smaller Authorities Audit Appointments body which procure external audit services on behalf of the sector. It is the responsibility of the parish council to abide by proper practices set out by the Joint Panel on Accountability and Governance.
- 2.2 The parish council appoints an internal auditor on an annual basis.

3.0 Precept and Financial Resources

- 3.1 The parish council's financial resources are delivered by means of a small portion of the Council Tax that is levied on residents within the parish boundary. This levy is called the 'Precept'. It is collected on behalf of the parish council by Bracknell Forest Council, which also collects on behalf of itself, Thames Valley Police and Berkshire Fire & Rescue Service. The data on which the parish council calculates the effect of its precept on an average Band D property is supplied by Bracknell Forest Council. The funds are paid to the parish council in two equal instalments in April and September each year.
- 3.2 The costs of running all the services that the parish council provides for the residents of Warfield are known as the 'revenue budget'. The current annual revenue budget is the starting point for members and officers in preparing the following years annual budget. Unspent revenue funds are sometimes earmarked for future spending in an "earmarked reserve", to complement the revenue budget.
- 3.3 As well as revenue funding, consideration will be given each year to the capital funding required for one-off projects. This may be a major project such as new play equipment or equipment/machinery replacement.
- 3.4 Another type of capital funding is that produced when the parish council sells equipment or property. The funds raised by this method cannot be held against revenue

requirements. Members must first consider whether such funds should be used to repay any outstanding loans that the parish council has. Having considered this aspect, a decision can be made as to whether the funds should be set aside for capital projects.

- 3.5 This type of funding has no effect on the annual budget; it is kept in the accounts until it is allocated to a capital project.

4.0 The Budgeting Process – Revenue Funding

- 4.1 In October each year, the Parish Clerk/RFO will prepare the budget principles for the next financial year and will use Government issued inflation figures to make an informal assessment as to what increases should be included in the budget.
- 4.2 A preliminary revenue budget for the forthcoming financial year will produced for consideration in November.
- 4.3 At each stage of the budget setting process, the Finance & General Purposes committee will scrutinise the revenue requirements together with the projected effect on the average Band D Council Tax level. A balance will be struck between providing high quality services to the community and maintaining a reasonable level of precept. As new houses are built, this may be partially offset by increases in the “tax base”. Any reduction in the budget and precept will mean that savings will have to be made in the services provided by the parish council. Even a standstill budget will require savings to be made and making savings will mean cuts in service will be necessary.
- 4.4 Committees with income and expenditure responsibilities will be consulted through the process and will input suggestions and comments.
- 4.5 A recommendation will be put to the parish council in January on the proposed budget for the forthcoming year.

5.0 The Budgeting Process – Capital Funding

- 5.1 At the same time that the revenue budget is discussed, consideration will be given to each capital budget. This budget will consist of ‘one off’ items that will not be repeated in forthcoming years. Examples of capital projects are: -
- Development of the Quelm Allotments
 - Refurbishment of a hall
 - Replacing play equipment
- 5.2 When a new capital project is identified, members will decide whether the project is to be carried out in the next financial year or in a future financial year. If the latter, then the capital requirement may be budgeted over several years, to effectively ‘save up’ to complete the project at a given point in time in the future. Other capital projects may be of a more urgent nature and the funding will be budgeted in a single financial year.
- 5.3 Any reports prepared by officers for consideration by members will always contain a resource appraisal section detailing the financial implications of the proposal. Members

will aim to achieve a sensible balance between providing services for the residents of Warfield at a cost which is reasonable.

6.0 Completion of the Budget Process

- 6.1 The Finance & General Purposes committee will scrutinise the proposals and a recommendation on a level of precept will be formed. This recommendation will be put to a meeting of the full council in January to agree the annual budget and set the precept. Careful consideration will be given by all members to the effect of the proposed budget on the precept levels for an average Band D property in Warfield.

7.0 Monitoring and Reporting

- 7.1 Once the budget is set for the forthcoming year, the Parish Clerk/RFO must account for any variation to the relevant committee.
- 7.2 Spending will be closely monitored throughout the year and monitoring reports for each committee will be provided at every meeting of that committee.
- 7.3 Any overspends, with reasons, on individual budget cost headings will be reported to the committee, which will consider whether any action is required to mitigate the over-spend.
- 7.4 Any under-spend identified at the financial year end will usually be automatically decanted into the general reserves. However, the Parish Clerk/RFO may consider that certain items should be 'rolled over' to the next financial year on the same cost heading. A list of this type of underspend will be prepared by the Parish Clerk/RFO and will be discussed by the council as part of end of year accounts.

8.0 General Reserves

- 8.1 It is generally accepted that the parish council should set aside no less than the value of three months expenditure each year, as general reserves, to cover unexpected and unforeseen events. An example of the type of event that may occur is the borough council facing a delay in collecting its council tax and is unable to pay the parish council when it should, therefore jeopardising the ability for the parish council to pay its bills.
- 8.2 General reserves may also be used to cover expenditure on opportunities that may be presented during the financial year.
- 8.3 The council has produced a Reserves and Balances policy that sets out how reserves are allocated, and the general reserve required level calculated.

9.0 Investments

- 9.1 Any surplus funds and earmarked reserves held by the parish council will be invested in line with its Investment Strategy.

10.0 Assets

- 10.1 The Asset Register will be updated as and when new items are purchased, or items disposed of. Assets will be re-valued as required. This valuation will form the basis for the insurance cover required.
- 10.2 No depreciation of assets occurs under proper practices.
- 10.3 A Building Maintenance Schedule (BMS) will detail all the regular building maintenance required each financial year. As part of the budget process each year, the BMS will be

scrutinised and estimated expenditure requirements assessed. An amount will then be included in the budget of the Amenities committee for that purpose. The BMS will be reviewed on an annual basis to ensure it is kept up to date.

- 10.4 There is an inventory of equipment for each location. This is essentially for insurance purposes, but also to control the replacement of items at an appropriate time. The annual budget will include an amount for replacement and repair of equipment under the relevant committee's control. The inventory will be updated on an ongoing basis as old equipment is disposed of and new equipment purchased. It will also be subject to an annual review in February/March each year.

11.0 Insurance

- 11.1 The council will take all reasonable precautions to ensure that there is adequate insurance in place and that all areas of risk are considered. An annual review of assets will be undertaken and used to update the annual insurance premium.
- 11.2 The Insurance Act 2015 has an obligation that the council has a duty to make 'fair presentation' when arranging insurance where there is now an obligation in place to disclose all material matters.
- 11.3 The Parish Clerk will present cover options to the Finance & General Purposes committee, which may include multi-year arrangements. The committee will make recommendations to full council for approval.
- 11.4 Insurance arrangements are regularly reviewed to ensure the council has appropriate cover.

12.0 Banking

- 12.1 The parish council banks with several reputable financial institutions. The council will have a main current account for day-to-day financial obligations and other accounts to hold other balances.
- 12.2 The council will set an annual investment strategy in accordance with government guidelines and will place security of its investments above returns.
- 12.3 The Investment Strategy will also include account management arrangements which will set the minimum and maximum investment levels for accounts.

13.0 Risk Management

- 13.1 The Parish Clerk will ensure that a robust and proportionate method of risk assessment and management of all the parish council's activities is in place.
- 13.2 The council approves the measures taken to mitigate financial risks and reviews the effectiveness of internal control on an annual basis.

14.0 Review of Financial Management Procedure

- 14.1 This Financial Management Procedure will ideally be reviewed every two years. However, members or the Parish Clerk/RFO may request an intermediate review at any other time as circumstances dictate.

General Reserve 2021-22

1.0 Introduction

- 1.1 The General Reserve balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year.
- 1.2 This document sets out the assessment.

2.0 Guidance

- 2.1 The Guidance on Governance and Accountability for Small authorities in England (G&A) sets out the basis on which the calculation of the General Reserve should be based.
- 2.2 The relevant paragraphs in the G&A for 2021 are:

Section 5.32. General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

3.0 Calculation for 2021-22

- 3.1 The calculation of the NRE for 2021-22 is:

Precept	£221,808
Less loan repayment	£8,191
Less transfer to EMR	0
NRE	£213,617

- 3.2 With a NRE of £213,617 for 2021-22 the council should have a General Reserve of at least 3 months NRE.
- 3.3 The three month calculation for 2021-22 is £53,404.

POLICIES FOR CONSIDERATION

1.0 Purpose of this report

- 1.1 This report includes three policy documents for approval by council, the Complaints Policy, Reserves Policy and the Investment Strategy 2021-22

2.0 Committee review

- 2.1 The Finance & General Purposes Committee have reviewed all three documents and they are recommended for APPROVAL by the committee.

2.0 Complaints Policy

- 2.1 The Complaints Policy provides a basis for complaints to be made about all aspects of the councils business. The policy states those areas that can be investigated by the council and those that are considered by other parties, like the external auditor or the monitoring officer.
- 2.2 The policy contains a three-stage process to be followed, that concludes with a panel of councillors considering the matter, although it is hoped that most complaints are resolved earlier in the process.
- 2.3 Once approved a summary leaflet and statement for the website will be produced.

3.0 Reserves Policy

- 3.1 The Reserves Policy is intended to provide transparency on how the council will manage its reserves.
- 3.2 The policy reflects the current approach taken by the council, but now records this for reference.

4.0 Investment Strategy 2021-22

- 4.1 The council is required to produce an annual investment strategy where it has investments exceed £100,000 per annum.
- 4.2 The strategy has been reviewed and includes a section that details the minimum and maximum levels of balances held across accounts and banking groups.

5.0 Recommendation

Members are asked to APPROVE

- a. Complaints Policy
- b. Reserves Policy
- c. Investment Strategy 2021-22

Complaints Policy

1.0 Introduction

1.1 Warfield Parish Council aims to deliver high quality services where the customer is at the heart of everything it does. The council welcomes all customer feedback and aim to deal with customers' concerns in a fair and consistent way. We learn from best practice, your experiences, and our mistakes to improve in the future.

2.0 Scope

2.1 This policy applies to all parties that have a relationship with the parish council, including members of the public, hirers of facilities, suppliers of goods and services and contractors. For the purposes of this document these parties are referred to as customers.

3.0 The Policy

3.1 A customer has a right to:

- Complain
- Be listened to
- Have their complaint investigated and resolved as quickly as possible
- Have their concerns taken seriously

3.2 We aim to:

- Be accessible and uncomplicated
- Promote customer satisfaction
- Identify areas where services can be improved
- Learn from good practice
- Learn from mistakes
- Implement improvements in processes and procedures

3.3 Warfield Parish Council promotes the right of its customers to raise a concern or make a complaint if they think something has been done incorrectly or if they feel it has been addressed poorly. Similarly, customers may complain if they feel something that ought to have been done has not been done.

3.4 Complaints will be investigated objectively, fairly, and thoroughly. The aim will be to resolve the complaint. Mechanisms will be in place to ensure that lessons are learnt, and improvements implemented.

3.5 The council also promotes the right of customers to comment on a policy or council decision which may affect them and express a compliment if things have gone well for them. These should be forwarded to the Parish Clerk.

4.0 Definitions

4.1 Complaint:

A complaint is an expression of dissatisfaction or disquiet with the quality of a service or with a failure to provide a previously agreed service, or with the attitude or behaviour of a member of staff or councillor

4.2 Comment:

A comment is a general statement about policies, practices, or a service, which have an impact on everyone and not just one individual. A comment can be positive or negative in nature. Comments may question policies and practices, make suggestions for new services or for improving existing services.

4.3 Compliment:

An expression of praise. It is a positive statement about a service provided by or on behalf of the Council, or about the helpfulness, attitude, or approach of a member of staff.

5.0 When the Complaints Procedure is Not Appropriate

5.1 The council's complaints procedure will not be used in respect of the following types of complaint:

5.2 Financial irregularity

5.2.1 The Parish Clerk as Responsible Financial Officer (RFO) will provide an explanation of the item.

5.2.2 If the complainant is not satisfied, the Parish Clerk will advise the complainant of their statutory right to object to the Council's audit of accounts pursuant to Local Audit and Accountability Act 2014. On any matter, it may be necessary for the Parish Clerk to consult the auditor.

5.3 Criminal activity

5.3.1 The Parish Clerk should refer the complainant to the police.

5.4 Member conduct

5.4.1 In the event of a complaint relating to a Member's failure to comply with the Code of Conduct, the complainant will be advised to make their complaint to the Monitoring Officer at Bracknell Forest Council.

5.5 Employee conduct

5.5.1 A complaint relating to the conduct of an employee will be dealt with via the council's Disciplinary Policy by the Parish Clerk, or, if the Parish Clerk is implicated, through the Chairman of the council.

5.5.2 Complaints that an employee may have about a colleague will be dealt with in accordance with the council's Grievance Policy. Complaints that an employee may have about a Member will be referred to the Parish Clerk or, if the Parish Clerk is implicated, through the Chairman of the council.

6.0 Time limit for making a complaint

6.1 The council's aim is to put things right if they go wrong as quickly as possible, so it is important to recognise there is a six-month time limit (from the date of the incident giving cause for the complaint) for making a complaint. However, the time limit may be extended if it is still possible to consider the complaint effectively and efficiently or if there are other circumstances which may enable resolution of the complaint.

7.0 Confidentiality

7.1 The council will take care to maintain confidentiality where circumstances demand, e.g. where matters concern sensitive information or where third parties are concerned.

7.2 The name, address and other details of any complainant will remain confidential and only shared with those investigating any complaint. The council will not disclose your details to any party outside of the council without the consent of the complainant.

8.0 Unreasonable or vexatious complaints

8.1 There will be circumstances when a complainant persists in wishing to proceed when the complaint clearly has no reasonable basis, or where the council has already taken reasonable action in response, or some other action has been taken.

8.2 The Parish Clerk may, in such circumstances, decide that no further action can usefully be taken in response to the complainant and will inform the complainant to this effect, making it clear that only new and substantive issues will merit a response. If such a step is taken, it will be reported to the Chairman of the council.

9.0 Anonymous complaints

9.1 Anonymous complaints will be reviewed by the Parish Clerk but cannot be progressed through the Complaints Policy.

10.0 How to make contact

10.1 A customer can make a complaint, compliment, or comment either in person or by:

- By post to the Parish Clerk at the Parish Council office
- By e-mail to clerk@warfieldparishcouncil.gov.uk
- By telephone - 01344 457777
- In person at the Parish Office, 7 County Lane, Warfield, RG42 3JP

The preferred method of receiving complaints is in writing by post or e-mail.

11.0 The Complaints Procedure

11.1 Unfortunately things do not always go as planned or people feel upset or aggrieved by an action taken. It is for these reasons that the Parish Council operates a complaints procedure, to ensure that we always serve our customers fairly, courteously, professionally and in a non-discriminatory way. The council's aim is to put things right if they go wrong as quickly as possible. All staff are trained to deal with routine difficulties as they arise.

11.2 The process consists of three stages, which will follow these steps:

- **Recording your complaint:** the person receiving your complaint will record it. This enables us to monitor the number and type of complaints.

- **Acknowledging your complaint:** whenever possible your complaint will be dealt with at the first point of contact. If this is not possible your complaint will be acknowledged within 5 working days and you will be given the details of the person looking into the matter.
- **Responding to your complaint:** the person responsible for responding to your complaint will contact you to agree the best way to deal with your complaint. The council's aim is to give you a full response within 14 working days. If for any reason we cannot do this, we will let you know when you can expect to receive a response. In any event we would endeavour to respond within 21 working days.
- **Room for error:** if we have made a mistake we will apologise and try to put things right. We will explain what actions we intend to take as a result of your complaint.
- **Your right to respond:** on receipt of a response, you will have up to 21 working days in which to decide whether to accept or reject the actions/ recommendations we have stated to resolve your complaint.

11.3 Stage 1

11.3.1 Many complaints can be dealt with quickly and satisfactorily at stage 1. In the first instance, please contact the Parish Clerk, tell them your complaint and in most cases the complaint can be dealt with to the satisfaction of all parties.

11.4 Stage 2

11.4.1 If you are not happy with the outcome or response at stage 1, you can request a review by the Parish Clerk and the appropriate chair of the relevant supervisory committee or (depending on the nature of the complaint) the Chairman of the council. There will be a thorough review and where necessary further investigation of your case following the deadlines in the guidance and timescale outlined above.

11.5 Stage 3

11.5.1 If you are still not satisfied with the response from the outcome at stage 2, you should contact The Parish Clerk who will arrange for the complaint to be dealt with by a panel of three members drawn from the council. Any member involved at stage 2 may not participate as a panel member.

11.5.2 The Complainant will be invited to attend a meeting and to submit copies (at least 7 clear working days in advance) of any correspondence or details that they wish the panel to be informed of. The Council will provide the Complainant with copies of any documentation which it wishes to rely on at the meeting (at least 7 clear working days in advance of the meeting).

11.5.3 The Complainant may be accompanied by or represented by one other person at the meeting if they wish.

11.5.4 The panel may not be able to reach a decision at this meeting as more information may be required to make a fully informed decision. The Complainant will be advised of this, along with details of how the matter will be further considered.

11.5.5 The decision of the Committee will be confirmed in writing to the complainant within seven working days of the decision being reached.

11.6 Stage 3 completes the parish council's complaints procedure.

12.0 How will we put things right?

12.1 If we have made a mistake we will apologise and tell you what action we will take to ensure the same situation does not arise again for you or other customers.

15.0 Freedom of information requests

15.1 If your complaint makes any requests for provision of documents or information under the Freedom of Information Act 2000, then this act will be followed and the appropriate rules, regulations and schedule for the act will be followed (either instead of or as well as the complaints policy).

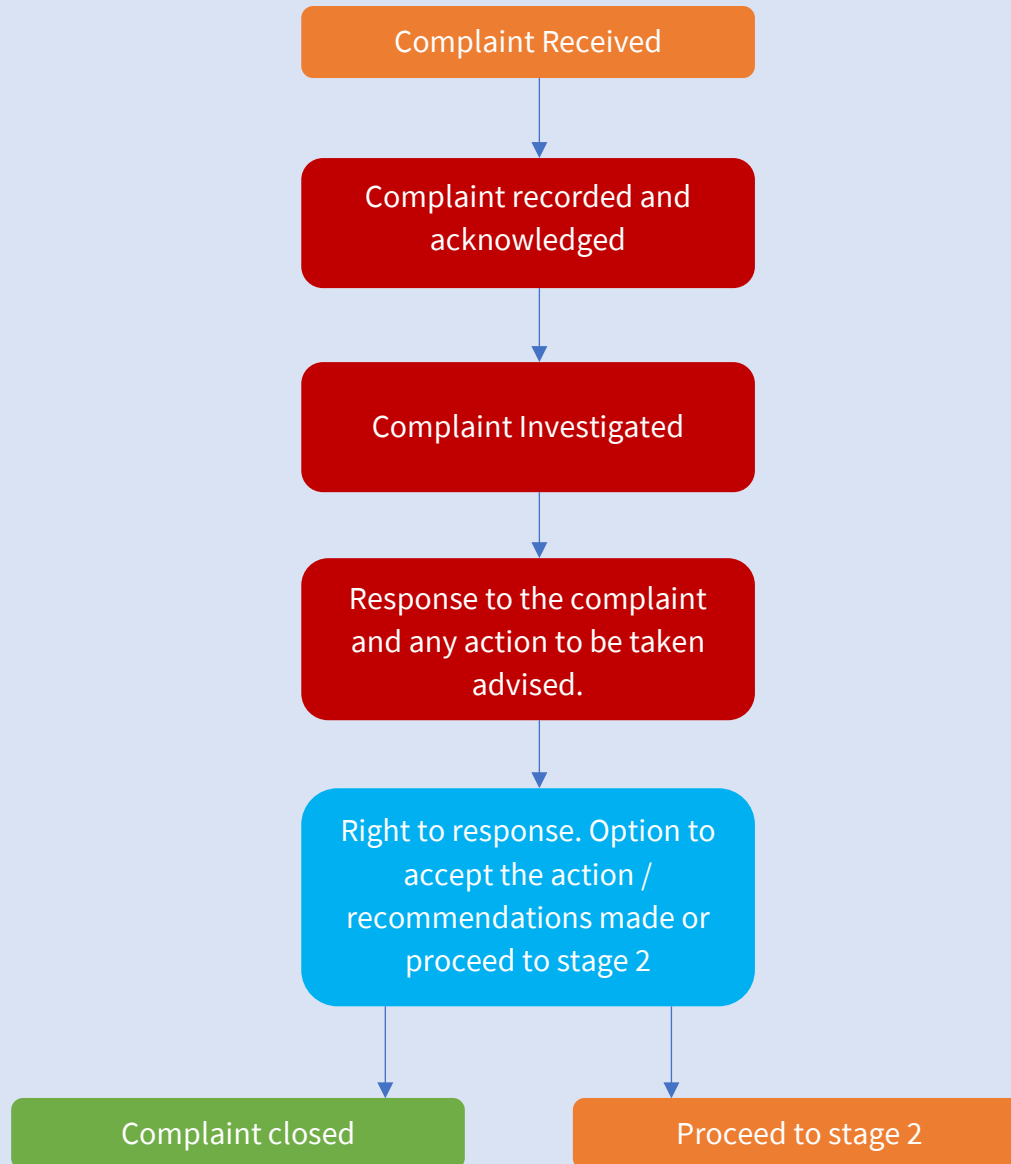
16.0 Evaluation and monitoring

16.1 The council will ensure that full records are kept of the nature and treatment of every complaint considered under this procedure. Particular attention will be paid to the lessons learnt, nature of complaints and trends, the timeliness of responses and resolutions.

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Complaints Process

STAGE 1

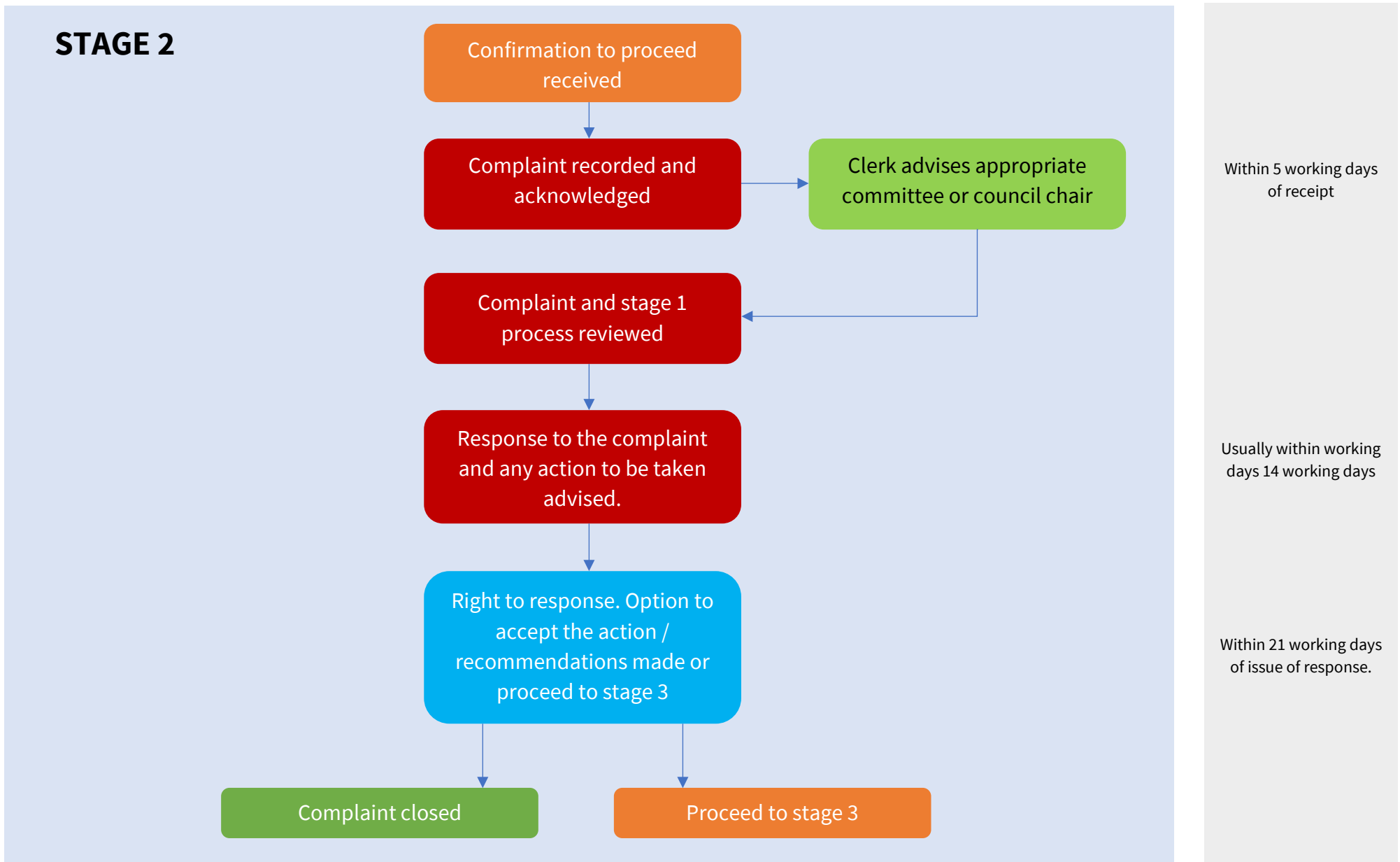


Within 5 working days

Usually within working days 14 working days

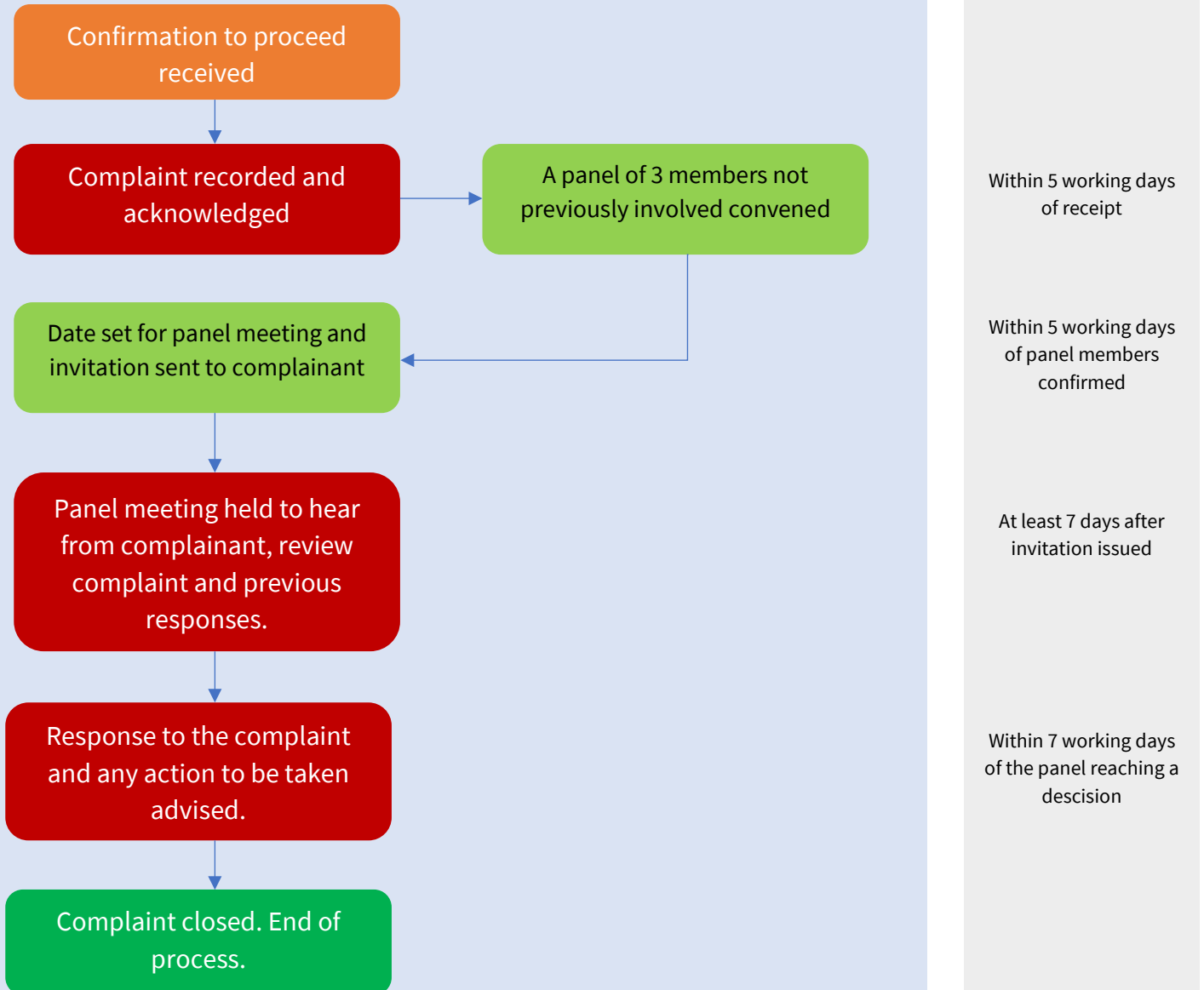
Within 21 working days of issue of response. If

Complaints Process



Complaints Process

STAGE 3



Reserves Policy

1.0 Introduction

- 1.1 The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 49 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.
- 1.2 The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the annual review of the Council's Medium Term Financial Plan (MTFP) and preparation of the annual budget.
- 1.3 The Council will hold reserves for these three main purposes:
 - a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
 - a contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
 - a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Reserve.

2.0 General Reserve Balance

- 2.1 The General Reserve balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the council's cash flow.

3.0 Policy

- 3.1 The General Reserve balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.
- 3.2 The level of the General Reserve will be based on the recommendations published annually in the Guidance on Governance and Accountability for Small Authorities in England.
- 3.3 The risk assessment will be published annually.

4.0 Financial Risk Management

4.1 In order to assess the adequacy of the general fund when setting the annual budget, the Responsible Finance Officer will take account of the strategic, operational, and financial risks facing the Council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the Council's main areas of income and expenditure and consider any provisions and contingencies that may be required. This financial risk assessment will be based upon the main financial risks identified in the Council's Corporate Risk Register.

4.2 The main items to be considered are:

Financial Risk	Analysis of Risk
Pay inflation is greater than budgeted	The national agreement increase is above the level allowed for in the budget.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Rental income is below forecast	That a decrease in revenue is realised from budget.
Contingent liabilities are realised	That the Council becomes liable to pay contingent liabilities.

5.0 Statutory Reserves

5.1 Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. Warfield Parish Council has no identified requirement for a statutory reserve.

5.2 An example of a statutory reserve is:

Capital Receipts Reserves - this reserve holds the proceeds from the sale of assets and can only be used for capital purposes in accordance with regulations.

6.0 Earmarked Reserves

6.1 Earmarked reserves represent amounts that are generally built up over a period which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- procedures for the management and control of the reserve;
- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

6.2 The following earmarked reserves will be held by the Council:

Reserve	Use	Policy for Use
Brownlow Memorial Hall	To hold funds for the maintenance of Brownlow Hall and to meet the costs associated at the end of lease	The expenditure to be met from this reserve is agreed by full council
Whitegrove community Centre	To hold funds for the maintenance and upkeep of the Whitegrove Community Centre	The expenditure to be met from this reserve is agreed by full council
Elections	To hold funds to cover the costs of elections to the parish council	The expenditure to be met from this reserve is agreed by full council
Neighbourhood Plan	To hold funds to meet costs associated with the development of the Warfield Neighbourhood Plan	The expenditure to be met from this reserve is agreed by full council
Frost Folly upkeep	To hold funds for the maintenance and upkeep of the car park at Frost Folly	The expenditure to be met from this reserve is agreed by full council
Community Infrastructure Levy	To hold funds for the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area	This money must be spent in accordance with Regulation 59 C, within 5 years of receipt from BFC.

7.0 Review of the Adequacy of Balances and Reserves

7.1 In assessing the adequacy of reserves the strategic, operational, and financial risks facing the authority will be considered. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

P02 - Investment Strategy

2021-22

Including Account Management Arrangements

1.0 Introduction

- 1.1 Warfield Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1st April 2018.
- 1.3 The Guidance states:
 - a) Where a town or parish council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
 - b) Where a town or parish council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
 - c) Where a town or parish council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.
- 1.4 Warfield Parish Council expects its investments during the 2021-22 financial year to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

2.0 Definitions

- 2.1 The following definition of terms apply;
 - 2.1.1 **Investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include pension funds or trust fund investments, which are subject to separate regulatory regimes and therefore are not covered by this guidance.

2.1.2 A **credit rating agency** is one of the following three companies:

- Standard and Poor's;
- Moody's Investors Service Ltd; and
- Fitch Ratings Ltd.

2.1.3 A **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.

3.0 Investment Objectives

3.1 Investments made by the council can be classified into one of two main categories:

- Investments held for treasury management purposes: and
- Other investments

3.2 In 2021-22 the council investments will only be held for treasury management purposes.

3.3 The council's investment priorities are:

- 1) the security of its reserves;
- 2) the liquidity of its investments

3.4 The council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity being maintained.

3.5 All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing account.

3.6 The Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this council will not engage in such activity.

4.0 Security of Investments

4.1 Financial investments can fall into one of three categories:

- Specified Investments;
- Loans; and
- Other non-specified investments

4.2 *Specified Investments*

4.2.1 An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long-term investment. This means that the local authority has contractual right to repayment within 12 months, either

because that is the expiry term of the investment or through a non-conditional option.

- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended].
- The investment is made with a body or in an investment scheme described as high quality or with one of the following bodies:
 - i. The United Kingdom Government;
 - ii. A local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland; or
 - iii. A parish council or community council.

4.2.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the council will use:

- UK banks and UK building societies;
- Public Bodies (including the UK Government and local authorities);
- UK FCA regulated qualifying money market funds with a triple A rating.

4.3 *Loans*

4.3.1 The council may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth.

4.3.2 Such loans will conform with the strategy if:

- Total financial exposure to these type of loans is proportionate;
- The council has used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio;
- The council has appropriate credit control arrangements to recover overdue repayments in place; and
- The council has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

4.3.3 No provision to make loans has been made for 2021-22. Any such decision would require the approval of full council.

4.4 *Non-specified investments*

4.4.1 Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated.

4.4.2 No non-specified investments are included in the Investment Strategy for the council.

5.0 Liquidity of Investments

5.1 The Parish Clerk (as Responsible Finance Officer) in consultation with the Finance and General Purposes (F&GP) Committee of Warfield Parish Council (or Full Parish Council) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5.2 The council's investments have a maximum liquidity period of 35 days.

6.0 Long Term Investments

6.1 Long term investments shall be defined as greater than one year. The council will use the same criteria for assessing long term investment as identified above for specified investments.

6.2 The council does not hold any long-term investments.

7.0 Risk Assessment

7.1 The Parish Council's reserves are covered by the Financial Services Compensation Scheme up to the deposit limits of the scheme and must therefore be carefully managed to mitigate the risk of losses.

7.2 The council will only invest in institutions of "high credit quality" as set out in section 3.2 of this strategy. Investments will be spread over different providers where appropriate to minimise risk.

7.3 The council will monitor the risk of loss on investments by reference to credit ratings. The council should aim for ratings equivalent to the Fitch rating A (low default risk). The council will also have regard for the general economic and political environment in which institutions operate.

7.4 The investment position will be reviewed monthly by the Responsible Financial Officer and reported to the Finance and General Purposes Committee and full council as part of the regular monthly financial report.

7.5 The council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7.6 The risk assessment for 2021-22 is shown in appendix A.

8.0 Use of Investment Managers

8.1 If external investment managers are used, they will be contractually required to comply with this strategy.

9.0 Investment Approval

9.1 The Finance & General Purposes Committee has the delegated authority to consider and recommend any short-term investments (maximum of twelve months), in accordance

with this Investment Strategy, subject to the final approval of the investment provider by the parish council. All resolutions relating to investments will be noted in the minutes of meetings.

- 9.2 Any decision on loan activity may only be approved by the full council and will be noted in the minutes of the meeting.

10.0 Investment Reports

10.1 The Responsible Financial Officer will include a report on investment activity in the monthly financial report for each F&GP Committee meeting, As is the practise, this report will be reviewed by full council at their meeting.

10.2 The Guidance requires councils to develop quantitative indicators to assess the councils risk exposure as a result of its investment decisions. The Responsible Financial Officer will produce these indicators quarterly based upon the recommendations of the Guidance.

11.0 Review and Amendment of Regulations

11.1 The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared and reviewed by the Finance & General Purposes Committee (if applicable) which will then make a recommendation to the Full Council.

11.2 The council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will result in an updated strategy being published.

12.0 Transparency

12.1 This strategy will be posted on the Parish website and a hard copy will be available from the Parish Clerk.

13.0 Account Management Arrangements

13.1 This section sets out the maximum and minimum balances to be held across the council's accounts during 2021-22.

13.2 The Parish Clerk will be responsible for maintaining balances within the parameters shown. Balances are reported each month in the financial report.

13.3 As large deposits, such as precept and CIL or movements between accounts usually occur at the end of the month, the Parish Clerk may hold a balance greater than the maximum specified for a limited period, until a transfer can be made. Where this occurs, it will be noted in the financial report.

13.4 Account balances

The minimum and maximum investments are based either upon the limits in place on individual accounts, or at levels required to for day to day management purposes.

Account name	Minimum balance	Maximum balance
Lloyds Current	£15,000	£50,000
Lloyds Instant Access Deposit	£1*	£100,000
Lloyds 32 Day Deposit	£10,000*	£400,000
CCLA PDSF	£25,000*	£550,000
Nationwide 35 Day Deposit	£25,000*	£550,000

*minimum investments levels

- 13.5 The Parish Clerk will look to spread risk across the different financial institutions where accounts are held. In financial year 2021-22 this will be a maximum of £550,000 per banking group.
- 13.6 If combined balances are expected to exceed £1.65m in the year, as a result of CIL receipts, the Clerk will bring forward proposals to the Finance & General Purposes Committee.

DRAFT

Appendix A

Risk Assessment 2021-22

Fitch Credit Agency Ratings

Financial Organisation	Rating	As at
Lloyds Banking Group	A+	June 2020
Nationwide	A	June 2020
CCLA PSDF	AAAmf	31 January 2021

Financial Services Compensation Scheme (FSCS)

The first £85,000 of investment in each financial institution will be compensated in the event that a bank or building society fails. Where multiple accounts are held with bank that are part of the same banking group they are treated as one bank.

The CCLA Public Sector Deposit Fund is not covered by the FSCS.

Risk of failure

The risk of failure of any of the financial institutions used by the Parish Council is low. The UK Government is unlikely to allow a major high street providers to fail as evidenced by the Financial Crisis of 2007-08.

Negative returns

The Bank of England have asked financial institutions to prepare for the introduction of negative interest rates should this prove necessary. These details are not being made public at this stage. The parish council should therefore be aware that for a period of time investments may generate no return or in a worse case, lose money as the council pays to 'store' its money.

Negative interest rates may be introduced in the third or fourth quarter of 2021.

The Clerk will keep members advised of any changes and their impact on the councils investments.

LOCAL PLAN RESPONSE

Will follow separately.

PAYMENTS

The following payment have been made since the last meeting of the council.

30 March 2021

Electronic Payments

	items	invoice total
EP Bracknell Pest Control	pest control inspections	£72.00
EP Business Technology Support	printer costs	£150.27
EP Bracknell Town Council	allotment and Frost Folly works	£1,039.99
EP Circle Cleaning	contract cleaning	£2,189.00
EP Rialtas	Finance Officer training	£478.80
EP Servio Ltd	Heating repairs Whitegrove	£899.04
EP HMRC	NICS and PAYE	£1,150.81
EP Berkshire Pension	pension contributions	£949.57
EP		£6,929.48

Direct debit

NEST pension	pension contributions	£184.60
		£184.60

CLERKS REPORT

1.0 Purpose of this report

- 1.1 This report provides information to the council on activity undertaken by the Clerk and other team members as well as other matters appropriate to the council.

2.0 Activity updates

- 2.1 The Clerk has been carrying out the induction of new Finance Officer, Scott Beard.
- 2.2 The Clerk has held meetings with representatives of the Planning team at Bracknell Forest Council Warfield specific developments and activity including the neighbourhood plan. Meetings have also been held with the council's neighbourhood plan consultants.
- 2.3 The Clerk attended an equalities workshop held by Bracknell Forest Council for its partners.
- 2.4 Work on the year end accounts and internal audit commenced.
- 2.5 Following the death of HRH The Duke of Edinburgh, arrangements were made in the parish to fly the union flag at half mast and for tributes to be put in place, in line with local plans for Operation Forth Bridge. Discussions were held with other parishes and the borough to confirm actions. A review meeting has been arranged for May to update plans for future significant events.
- 2.6 The council marked St George's Day by flying the national flag.
- 2.7 Work on promoting the new digital Wren commenced. 565 residents and others have signed up for the newsletter. The paper Wren was delivered to households in April.
- 2.8 The Clerk attended a meeting with the Public Protection Partnership and other Bracknell Forest Clerks to discuss the return to face-to-face meetings.

3.0 Other items for attention

- 3.1 The application to the High Court in relation to virtual meeting provision for local authorities was dismissed in a judgement published on 28 April 2021. The council is considering this matter elsewhere on the agenda.

UPCOMING AGENDA ITEMS AND DATE OF THE NEXT MEETING**1.0 Purpose of this report**

1.1 This report provides information on upcoming agenda items and the date of the next council meeting

2.0 Future agenda items

2.1 the table provides a summary of non-regular agenda items that will be brought to future meetings

Item	Originating committee	Expected meeting date
Policy Development Framework	Finance & Gen. Purposes	Apr 2021
Annual Governance & Accountability Return	Finance & Gen. Purposes	TBA

3.0 Next meeting of the council

3.1 The date of the next council meeting is Wednesday 9 June 2021 at 7.45pm.