



Cheverell Magna Parish Council

cheverellmagna@hotmail.co.uk

Local Authorities (Model Code of Conduct) Order 2007 No.1159
CHEVERELL MAGNA PARISH COUNCIL
CODE OF CONDUCT
FEBRUARY 2008

Part 1
General provisions

Introduction and interpretation

1.—(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State (see Annexure to this Code).

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

“meeting” means any meeting of—

(a) the authority;

(b) any of the authority’s committees or sub-committees, joint committees or joint sub-committees;

“member” includes a co-opted member and an appointed member.

(5) References to an authority’s monitoring officer and an authority’s standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2.—(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

- (5) Where you act as a representative of your authority—
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3.—(1) You must treat others with respect.

(2) You must not—

- (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006(a));
- (b) bully any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be—
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not—

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements; and
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. Paragraph 7 does not apply to your authority.

(a) 2006 c.3.

Part 2 Interests

Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

- (2) In sub-paragraph (1)(b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association;
- or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9.—(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

Prejudicial interest generally

10.—(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8;

or

(c) relates to the functions of your authority in respect of—

(i) this sub-paragraph does not apply to your authority;

- (ii) this sub-paragraph does not apply to your authority;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

11. Paragraph 11 does not apply to your authority.

Effect of prejudicial interests on participation

12.—(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee; and

(b) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

Registration of members' interests

13.—(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later), register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation

Annexure - The Ten General Principles

The general principles governing your conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or

disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



Cheverell Magna Parish Council

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CHEVERELL MAGNA PARISH COUNCIL

STANDING ORDERS

1. MEETINGS

- (a) Meetings of the Council shall be held at The Pavilion, Witchcombe Close, Great Cheverell at 7.30p.m. unless the Council otherwise decides at a previous meeting. Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- (b) Smoking is not permitted at any meeting of the Council.
- (c) When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count.
- (d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- (e) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.
- (f) In accordance with Standing Order 1(d) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- (g) Subject to Standing Orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).
- (h) 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.
- (i) Subject to Standing Order 1(p) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- (j) The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she gave an original vote. (See also Standing Orders 3(h) and 3(i) below.)

- (k) Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- (l) The Minutes of a meeting shall record the names of the Councillors present and absent.
- (m) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.
- (n) An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the Minutes.
- (o) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- (p) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2. ELECTIONS

- (a) Local Council Elections are held every 4 years. The term of office for a Parish Councillor is normally 4 years.
- (b) Mid-Term Vacancies: When a vacancy occurs a public notice will be given by the Council and there is a time period of 14 days in which interested parishioners can put their name forward. If by that date 10 or more parishioners have requested an election normal Local Government election procedures will apply. Where no election is called the Parish Council will accept nominations for consideration for co-option. Where there is more than one nomination the Parish Council will conduct an internal selection procedure and vote.

3. ORDINARY COUNCIL MEETINGS

See also Standing Order 1 above

- (a) In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- (b) In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.
- (c) If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.
- (d) In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs, and eight additional meetings shall be held at a time appropriate to the degree of business outstanding, normally the first Monday monthly.
- (e) The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the Annual Meeting of the Council.
- (f) 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.

- (g) The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.
- (h) 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.
- (i) 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.

4. PROPER OFFICER

- (a) Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:-
- (b) Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.

OR

- (c) 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.
- (d) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office, in accordance with Standing Order 4(b)1 OR 4(b) above.
- (e) Receive and retain copies of byelaws made by other local authorities.
- (a) Receive and retain Declarations of Acceptance of Office from Councillors.
- (f) To receive and record notices disclosing personal or prejudicial interests.
- (g) To receive and retain plans and documents.
- (h) To sign notices or other documents on behalf of the Council.
- (i) In any other case the proper officer shall be the person nominated by the Council and, in default, the Clerk.
- (j) In the absence of the Clerk at a Parish Council Meeting, a Parish Councillor can take the Minutes but cannot be paid for doing this.

5. ORDER OF BUSINESS

In an Election year Councillors should execute Declarations of Acceptance of Office in each other's presence, or in the presence of a proper officer previously authorized by the Council to take such declaration, before the Annual Meeting commences.

- (a) At each Annual Meeting the first business shall be:

- (1) To elect a Chairman.
 - (2) To receive the Chairman's Declaration of Acceptance of Office, or, if not then received, to decide when it shall be received.
 - (3) Unfilled at the Election by reason of insufficient nominations.
 - (4) To decide when any Declarations of Acceptance of Office which have not been received as provided by Law shall be received.
 - (5) To elect a Vice-Chairman – if the Council sees fit.
- (b) At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such Declarations of Acceptance of Office (if any) as are required by Law to be made, or if not then received, to decide when they shall be received.
 - (c) In every year not later than the meeting at which the estimates for next year are settled, Council shall review the pay and conditions of service of existing employees.
 - (d) After the first business has been completed, the order of business, unless the Council otherwise decided on the ground of urgency, shall be as follows:-
 - (1) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (2) After consideration, to approve the signature of the Minutes by the person presiding, as a correct record.
 - (3) To deal with business expressly required by statute to be done.
 - (4) To dispose of remaining matters on the agenda.
 - (e) A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded.

6. RESOLUTIONS MOVED ON NOTICE

- (a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least five clear days before the next meeting of the Council.

7. RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- (a) To appoint a Chairman of the meeting.
- (b) To correct the Minutes.
- (c) To approve the Minutes.
- (d) To alter the order of business.
- (e) To refer a matter to a committee.

- (f) To appoint a committee or any member thereof.
- (g) To adopt a report.
- (h) To amend a motion.
- (i) To give leave to withdraw a resolution or an amendment.
- (j) To exclude the public.
- (k) To silence or eject from the meeting a member named for misconduct (See Disorderly Conduct).
- (l) To invite a member having an interest in the subject matter under debate to remain (See Interests).
- (m) To suspend any Standing Order except those which are mandatory by law. (See Interests).
- (n) To adjourn a meeting.

8. QUESTIONS

- (a) A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- (b) No questions not connected with business under discussion shall be asked, except during the Open Session prior to the meeting.
- (c) Every question shall be put and answered without discussion.
- (d) A person to whom a question has been put may decline to answer.

9. RULES OF DEBATE

- (a) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.
- (b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- (d) An amendment shall be either (i) to leave out words (ii) to leave out words and insert or add others or (iii) to insert or add words.
- (e) An amendment shall not have the effect of negating the resolution before the Council.
- (f) The ruling of the Chairman on a point of order or on the admissibility or a personal explanation shall be discussed.
- (g) Members shall address the Chairman.
- (h) If two or more members speak, the Chairman shall call upon one of them to speak and the others shall remain silent.

- (i) Whenever the Chairman speaks during a debate, all other members shall be seated and silent.

10. DISORDERLY CONDUCT

- (a) No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalize the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.
- (d) The mover of a resolution shall have the right of reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

11. ALTERATION OF A RESOLUTION

- (a) A member may, with the consent of his seconded, move amendments to his own resolution.

12. RESCISSION OF PREVIOUS RESOLUTION

- (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, written notice whereof bears names of at least three members of the Council, or by resolution moved in pursuance of the report or recommendations of a committee.
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this order has been disposed of, no similar resolution may be moved within a further six months.

13. VOTING ON APPOINTMENTS

- (a) Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until the majority of votes is given in favour of one person.

14. COMMITTEES AND SUB-COMMITTEES

The Council may at its Annual Meeting appoint Standing Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:

- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- (b) may appoint persons other than members of the Council to any Committee; an
- (c) may at any time dissolve or alter the membership of a Committee.

- (d) The Chairman and Vice-Chairman ex-officio shall be members of every committee.
- (e) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- (f) The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business
- (g) Except where ordered by the Council in the case of a Committee, or by the Council, the quorum of a Committee shall be one half of its members.
- (h) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters, shall apply to Committee meetings.

15. VOTING IN COMMITTEES

- (a) Members of Committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
- (b) Chairmen of Committees shall in the case of equality of votes have a second and casting vote.

16. ACCOUNTS AND FINANCIAL STATEMENT

The Council's financial regulations shall be reviewed once a year.

- (a) Except as provided in Paragraph (b) below, or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorized by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorized by the Committee, if any, having charge of the business to which it relates, or

by the proper officer for payments with the approval of the Chairman or Vice-Chairman of the Council.
- (c) All payments ratified under sub-para. (b) above, shall be separately included in the next schedule of payments laid before the Council.
- (d) The Clerk is authorized to purchase consumable items up to £100.00.
- (e) The Clerk or Councillors are authorized to purchase capital items as agreed at a Parish Council Meeting and minuted accordingly.
- (f) Order for payment of money shall be authorized by resolution of the Council and signed by two authorized members.
- (g) The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial year, a statement of receipts and payments.
- (h) The Clerk shall supply a copy of the final accounts to the Council's approved internal auditor, together with any supporting financial information for him to carry out the audit.

- (i) The Council shall agree a budget in the autumn for the following financial year. Expenditure will be monitored on a regular basis, at least quarterly and the Clerk will supply a budget comparison with variances. This will be produced in the month following the quarter end.

17. ESTIMATES

- (a) The Council shall approve written estimates for the coming financial year at its meeting by the month of January.
- (b) Any Committee desiring to incur expenditure shall, not later than 1st December of the current Financial Year, give to the Clerk a written estimate of the expenditure recommended for the coming year.

18. EXECUTION OF LEGAL DEEDS

- (a) A legal deed shall not be executed on behalf of the Council unless the same has been authorized by a resolution.
- (b) In accordance with a resolution made under Standing Order 18(a) above, any two members of the Council may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

19. INTERESTS

- (a) If any member has a personal or prejudicial interest, direct or indirect, within the meaning of The Parish Councils (Model Code of Conduct) Order 2001 (SI 2001/3576), in any contract, proposed contract or other matter, he shall disclose this interest which must be recorded by the Clerk. In the case of a prejudicial interest the member must withdraw from the room for the duration of the discussion.
- (b) The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a personal or prejudicial interest in the business and the book shall be open during reasonable hours of the day for the inspection of any member.
- (c) If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure.
- (d) The Clerk shall make known the content of this Standing Order to every candidate.

20. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the content of this sub-paragraph of this Standing Order to every candidate
- (b) A member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

21. INSPECTION OF DOCUMENTS

- (a) A member may, for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with copy.
- (b) All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.

22. UNAUTHORISED ACTIVITIES

No member of the Council or of any Committee shall in the name of or on behalf of the Council:

- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders, instructions or directions unless authorized to do so by the Council or the relevant Committee.

23. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- (a) The public shall be admitted to all meetings of the Council and its Committees, which may, however, temporarily exclude the public by means of the following resolution

That in the view of the (special/confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”

- (b) The Clerk shall afford to the Press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- (c) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council.

24. CONFIDENTIAL BUSINESS

- (a) No member of the Council or of any Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the Committee as the case may be.
- (b) Any member in breach of the provisions of para. (a) of this Standing Order shall be removed from any Committee of the Council by the Council.

25. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

- (a) A notice of Annual Meeting shall be sent together with an invitation to attend to the County Councillor for the county division and to the District Councillor or Councillors for the district ward.

26. PLANNING APPLICATIONS

- (a) All Planning Applications shall be considered by full Council meetings unless deadlines preclude and if necessary extensions to deadlines should be sought.
- (b) A record of all decisions is held on file.

27. STANDING ORDERS ON CONTRACTS

- (a) Where it is intended to enter into a contract exceeding £1,000, but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at

least three weeks public notice of such intention in the same manner as public notices of the Council is given.

- (b) Tenders shall be opened by the Clerk or other person to whom the tenders are required to be addressed on the date specified and shall be reported by the person who opened them to the Council, or where the tenders have been sought by a Committee to that Committee.
- (c) Neither the Council nor any Committee is bound to accept the lowest tender.
- (d) If no tenders are received or if all the tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (e) Any works in excess of £100, three quotations will be requested. For works under £100, the Parish Council will use its discretion.

28. COMPLAINTS PROCEDURE

- (a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner set out in the Council's Complaints Procedure, a copy of which is attached to these Standing Orders.
- (b) Councillors should be aware of and familiar with the guidelines of the Standards Board.

29. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- (a) Any or every part of these Standing Orders except those printed in **Bold Type** may be suspended by resolution in relation to any specific item of business.
- (b) A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

30. HEALTH & SAFETY

- (a) Council undertakes to consider aspects of safety in carrying out their duties, as set out in Section 17 of the Crime & Disorder Act.

31. STANDING ORDERS TO BE GIVEN TO MEMBERS

- (5) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's Declaration of Acceptance of Office.



Cheverell Magna Parish Council

cheverellmagna@hotmail.co.uk

CHEVERELL MAGNA PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations are based on the National Association of Local Councils (NALC) Model Form, and were adopted by the Council at its Meeting held on 4th October 2010.

GENERAL

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. 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 financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
2. The Council has appointed the Parish Clerk to be its Responsible Financial Officer (RFO), which is a statutory office. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
3. The RFO shall produce financial management information as required by the Council.
4. At least once a year, prior to approving the Annual Return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices. A Statement on the effectiveness of the system of internal control shall be included in the Council's Annual Report.
5. In these Financial Regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
6. In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in local Councils in England and Wales — a Practitioners' Guide' which is published jointly by NALC and SLCC and updated from time to time.

ANNUAL ESTIMATES (BUDGET)

7. Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.

8. The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to Wiltshire Council (the Billing Authority) and shall supply each Council Member with a copy of the approved budget.
9. The annual budgets shall form the basis of financial control for the ensuing year.
10. The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

BUDGETARY CONTROL

11. Expenditure on revenue items may be incurred up to the total amount included for that particular expenditure head in the approved budget.
12. No expenditure may be incurred that will exceed the amount provided in the revenue budget for that particular expenditure head. During the budget year and with the approval of Council having fully considered the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
13. The RFO shall, at each Council Meeting, provide the Council with a statement of receipts and payments to date for each head of the budget, comparing actual receipts and expenditure to date against the total shown in the budget, together with an updated projection of the likely receipts and expenditure for each head of the budget to the end of the financial year. The Council shall then consider the need for any action under Paragraph 3.2 above.
14. The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 per occurrence. Before making such expenditure, the RFO shall make every effort to obtain the approval of the Chair or Vice Chair of the Council. Whether or not such approval is obtained, the RFO shall make a full report on the matter to the Council at the next Council Meeting.
15. No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained, and that due consideration has been given to any ongoing revenue implications of such capital expenditure.
16. All capital works shall be administered in accordance with Paragraph 11 below.

ACCOUNTING AND AUDIT

17. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations then in force.
18. The RFO shall complete the annual financial statements of the Council, including the Council's Annual Return, within 2 months after the end of the financial year and shall submit them and report thereon to the Council.
19. The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within 2 months after the end of the financial year.

20. The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any Member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
21. The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
22. The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations.
23. The RFO shall, no later than the next Council Meeting, bring to the attention of all Members of Council any correspondence or report from the Internal or External Auditor.

BANKING ARRANGEMENTS AND CHEQUES

24. The Council's banking arrangements, including the Bank Mandate and the establishment of any interest-earning accounts, shall be made by the RFO and approved by the Council. They shall be reviewed for efficiency on at least an annual basis.
25. A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to each Council Meeting. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chair of the Meeting. If considered appropriate, the detail may be shown in the Minutes of the Meeting.
26. Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council.
27. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

PAYMENT OF ACCOUNTS

28. All payments shall be effected by cheque or other order drawn on the Council's bankers.
29. All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
30. The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
31. If a payment is necessary to avoid a penalty interest charge 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 RFO is satisfied that there is no dispute or other reason to delay payment, the RFO may (notwithstanding Paragraph 6.3 above) take all steps

necessary to settle such invoices provided that a list of such payments shall be submitted to the next Meeting of Council.

32. If thought appropriate by the Council, payment for utility supplies (such as energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to the Meeting of Council immediately following the deduction from the bank account. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council whenever an appropriate supply contract is renewed or renegotiated.

PAYMENT OF SALARIES

33. As an employer, the Council shall make arrangements to meet in full the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
34. Payment of net salaries, and payment of statutory deductions from salary (such as income tax, national insurance and pension contributions), may be made in accordance with the payroll records on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next Meeting of Council.

LOANS AND INVESTMENTS

35. 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.
36. The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
37. All investments of money under the control of the Council shall be in the name of the Council.
38. 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 terms and conditions of borrowings shall be reviewed at least annually.
39. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

INCOME

40. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
41. The level of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council and notified to the RFO, who shall thereafter be responsible for the collection of all monies due to the Council.
42. The Council will review all fees and charges annually, following a report of the RFO.
43. Any sums found to be irrecoverable (bad debts) shall be reported to the Council and shall, if possible, be written off against the accounts for that year.
44. All sums received on behalf of the Council shall be banked intact by the RFO. In all cases, all receipts shall be deposited with the Council's bankers as soon as possible after receipt.

45. Sufficient information to identify the origin, purpose, and budget head of each receipt shall be entered on the paying-in slip.
46. Personal cheques shall not be cashed out of money held on behalf of the Council.
47. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with Section 33 of the VAT Act 1994 shall be made on a quarterly basis.
48. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

ORDERS FOR WORK, GOODS AND SERVICES

49. An official order or letter, clearly stating a unique reference number, 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 by the RFO.
50. Order books shall be controlled by the RFO.
51. All Members of Council are responsible for obtaining value for money at all times. Before issuing an official order, the RFO shall obtain the agreement of Council that, as far as reasonable and practicable, the best available terms have been obtained in respect of each transaction.
52. 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.

FINANCIAL REGULATIONS AS TO CONTRACTS

53. Every contract entered into by the Council shall comply with these Financial Regulations and no exceptions shall be made, otherwise than in an emergency as allowed for in Paragraph 3.4 above, provided that these Regulations shall not apply to contracts which relate to the specific instances below:
54. for the supply of gas, electricity, water, sewerage and telephone services;
55. for **specialist** services such as are provided by solicitors, accountants, surveyors and planning consultants, where open competition is unavailable or inappropriate;
56. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
57. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
58. for additional audit work of the External Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of Council);
59. for goods or materials proposed to be purchased which are proprietary articles which are only sold at a fixed price.
60. Should the RFO considers that it would be appropriate to waive these Financial Regulations relating to Contracts to enable a price to be negotiated without competition (which shall be deemed an unusual occurrence), this shall be subject to a full report being made to the next

Meeting of Council, and for the Council's approval to be obtained prior to any contract being established.

61. Where it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those excepted under Paragraph 11.1 above the RFO shall invite tenders in accordance with Council Standing Order 27(a).
62. Any invitation to tender shall state the specific nature of the services required and the RFO shall obtain, if appropriate, the necessary technical assistance to prepare a detailed specification. The invitation shall in addition state that tenders must be addressed to the Parish Clerk, and must be received by the prescribed date and time. 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 and time for opening tenders for that contract.
63. All sealed tenders shall be opened at the same time on the prescribed date by the Parish Clerk in the presence of at least one Member of Council.
64. If less than three tenders are received for contracts above £1,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
65. Any invitation to tender issued under this Financial Regulation shall contain a statement to the effect of Council Standing Order 27.
66. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

67. 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).
68. Any variation (whether an addition or an omission) to a contract must be approved by the Council before issue. The Parish Clerk shall then notify the Contractor in writing.
69. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. As soon as it is considered likely that the total cost of work carried out under a contract, including agreed variations, will exceed the agreed budget for the works, a report shall be submitted to next Meeting of Council, so that remedial action can be considered.

ASSETS, PROPERTIES AND ESTATES

70. The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
71. 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, together with a consideration of their security, condition, current value and ongoing need, and reported to the next Meeting of Council.
72. No property shall be sold, lent, transferred, exchanged, leased out or otherwise disposed of without the prior authority of the Council, together with any other consents required by law.

RISK MANAGEMENT

73. The Council is responsible for pulling in place arrangements for the reasonable management of risk. The RFO shall prepare, for approval by the Council, a Risk Management policy in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least quarterly.
74. Before considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

INSURANCE

75. The RFO shall effect all necessary insurances in the name of the Council, whether statutory or as a consequence of the Risk Management policy (see Paragraph 14 above) and negotiate all claims on the Council's insurers.
76. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
77. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the next Meeting of Council.
78. All employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

REVISION OF FINANCIAL REGULATIONS

79. The Council will review these Financial Regulations on an annual basis in accordance with Council Standing Order 16, alongside the review of other key Council documents such as the Standing Orders. The Parish Clerk shall monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.



Cheverell Magna Parish Council

cheverellmagna@hotmail.co.uk

CHEVERELL MAGNA PARISH COUNCIL

Notes to the Accounts Accounting Policies

Approval

1. These Notes were approved by the Full Council on 9 May 2011, as a supporting document for the Annual Accounts. They will be subject to annual review in subsequent years, as a part of the Annual Account approval process.

Accounting Conventions

2. Given the small size of the Council's annual budget, it is considered appropriate to report on a Cash, rather than Accruals, basis. This means that transactions will be recorded as of the date payment is made, rather than when the transaction actually relates to. If any adjustment is deemed necessary between years (for example, to make the final payment on a completed project within an approved budget), this will be undertaken via the 'Unpresented Cheques' line in the Accounts.
3. In accordance with the instructions of the Association of Local Councils, the Council's Land and Buildings holdings are valued at historic cost. Therefore, the reported total will only significantly change when land is either disposed of or where its usage is changed. In that event, a current market valuation will be sought from the District Valuer.
4. Where the Council purchases items of machinery or equipment, usually of a small value, these will be fully accounted for in the year of purchase. Therefore, the Council will not need to account for depreciation on these assets, or undertake stock or work-in-progress valuations. Should, however, the asset be subsequently sold, the resulting income will be accounted for in full in the year of receipt.

Statement on the System of Internal Control

5. In accordance with the Council's Financial Regulations, the Parish Clerk has been designated the Responsible Financial Officer, and is therefore solely responsible for the maintenance of the Accounts through the year and the preparation of the Final Accounts.
6. However the Council remains accountable to the parishioners of Cheverell Magna for the integrity of all financial transactions, and for ensuring that value for money is achieved and maintained. The Council therefore undertakes regular reviews of the financial position, and is informed by the following control framework:
 - a. the Council prepares and agrees an Annual Budget, by February each year, which is then sent to Wiltshire Council to justify the Annual Precept;

- b. the Council considers detailed financial reports, prepared by the Parish Clerk, as a Standing Item at each Council meeting;
 - c. all financial transactions are signed by two Councillors;
 - d. the Council has established a Business Planning Group, whose Terms of Reference include the review of financial and governance arrangements. The outcome of such reviews are then reported to the next meeting of the Full Council for consideration;
 - e. the Council considers and approves the draft Final Accounts at its May meeting, before presenting them to parishioners at the Annual Parish Meeting.
7. The Council also places reliance in the annual review of the Accounts by an Internal Auditor who is independent from the affairs of the Council, and the External Audit by a professional body appointed by the Government.



Cheverell Magna Parish Council

cheverellmagna@hotmail.co.uk

CHEVERELL MAGNA PARISH COUNCIL

BUSINESS PLANNING GROUP

TERMS OF REFERENCE

1. These Terms of Reference were last updated by the Business Planning Group on *8 November 2010*, and were ratified by the Parish Council on *6 December 2010*.

Status and Purpose of Business Planning Group

2. The Business Planning Group (hereinafter referred to as BPG), is the primary Sub Committee of the Parish Council. Its purpose is to allow for focussed research into, and discussion of, issues that can thereafter be considered and voted on at full Parish Council meetings.
3. BPG meetings will, as a minimum, consider the following Standing Issues at each meeting:
 - (a) the preparation and subsequent control of the Annual Budget;
 - (b) Whether the Council's Governance arrangements (Standing Orders, Financial Regulations, and all other agreed policies) are still robust and appropriate, or whether they need amendment in the light of changing circumstances (such as new legislation).
4. For the avoidance of doubt, BPG has no decision making authority.
5. Given its status as a Discussion Forum, meetings of BPG are not open to the Public, in accordance with (Val to insert appropriate legislation). This will allow BPG meetings to be held in private locations, such as Members' homes. It should be noted that the Public will have the opportunity to learn of, and comment on, the issues raised by BPG in the Open Forum section at the beginning of each Parish Council meeting.

Membership of Business Planning Group

6. The following Council Members have been nominated to BPG:
 - (c) Ann Lumb
 - (d) Annemarie Seager
 - (e) Chris Hall (wef. January 2011)
7. The Chairman and Vice Chairman of Council are ex officio members of BPG.
8. The quorum shall be any two of the above (if a quorum is deemed necessary at all !)
9. Any other Council Member may attend any meeting of BPG to raise or discuss any issue that they deem of importance to Council.

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10. It is not necessary for the Parish Clerk to attend meetings of BPG, although members should consider whether the Clerks legal, financial or managerial opinion would be useful in the consideration of particular issues.

Reporting of BPG meetings

11. At least 5 days prior to any meeting of BPG, an agenda shall be drawn up and sent to all Council Members, so that they can add issues and/or decide whether to attend in person.

12. It is not considered necessary for BPG to produce formal Minutes of each meeting. The key outputs of BPG will be agenda items, which may be supported by detailed papers, which will be presented to Council by the most appropriate BPG member.



Cheverell Magna Parish Council

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CHEVERELL MAGNA PARISH COUNCIL

COMPLAINTS PROCEDURES

1. This procedure supersedes all previous Complaints Procedures and was adopted by the Council on 7 January 2008.
2. Any complaint about the business of the Council or Conduct of Councillors should be addressed to the Clerk.
3. Any complaint about the Clerk should be addressed to the Chair of Council.
4. Any complaint about the Chair should be addressed to the Clerk, Vice-Chair or any Councillor.
5. All complaints will be investigated and/or acknowledged (pending further investigation) within twenty-one days.
6. The Clerk will investigate the complaint and refer to the Chair of Council before responding.
7. Where the complaint is complex or involves a Councillor the Clerk will ask the Chair to set up an Investigating Panel. This will involve a minimum of two Councillors (and where appropriate the Clerk). All other Councillors will not have access to the detail of the complaint.
8. Following investigation the Clerk or Chair will respond in writing to the complainant.
9. Should the complainant not be satisfied with the investigation the Clerk will set up an Appeals Panel, which will comprise of at least two members of the remaining Councillors and the Clerk. The Appeals Panel will write to the complainant with the conclusion of their findings.
10. If the complainant is still not satisfied Council will seek guidance from the Local Government Association to resolve the issue.

Cheverell Magna Parish Council

January 2008

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