



Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 19th August 2019** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:	Councillors	M.C. M	Lager	(Chairman)
		R.	Williams	(Vice Chairman)
	Mrs	S.	Ager	
		K.L.	Atwill	
		P.R.	Barlow	
		J.C.	Goodman	
		S.E.	Hicks	
	Mrs	A.	Kilmartin	
	Mrs	S.C.	Lager	
		R.P.	Ramage	
		P.M.	Ryland	
	Miss	M.L.	Weeks	

1. **APOLOGIES**

To receive apologies for absence.

2. **MINUTES**

To receive the Minutes of the Meeting of the Policy and Resources Committee held 24th June 2019 (previously circulated).

3. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

5. TOWN CLERK'S REPORT

To receive the Town Clerk's Report on matters arising ([attached at page 5](#))

6. MEMBERS' ATTENDANCE AT MEETINGS

To receive details of Members' Attendance at Meetings ([attached at page 6](#))

7. CLARIFICATION OF NON-MEMBERS PARTICIPATION RIGHTS DURING MEETINGS

To receive advice and clarification of the participation rights of non-members who choose to attend meetings.

8. GOVERNANCE

- a) To discuss amendment of the current Standing Orders and to make a recommendation to Town Council ([attached at page 7](#))
- b) To consider the NALC Model Code of Conduct against the current adopted Code of Conduct ([attached at page 34](#))
- c) To receive advice on Member's Gifts reporting protocol.

9. DOG BIN SPONSORSHIP REPORT

To receive a report concerning possible sponsorship of dog bins along the River Walk ([attached at page 36](#)).

10. CELEBRATING 125 YEARS OF LOCAL GOVERNMENT

To discuss whether the Town Council should be celebrating 125 years of local government ([attached at page 37](#)).

11. CONSIDERATION OF PRIVATE EMAIL ATTACHMENTS

To consider receipt of separate email attachments for private items.

12. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 30th June 2019 ([attached at page 38](#)).

(b) BUDGET STATEMENTS AND EARMARKED RESERVES

To receive the up to date Budget Statement and Earmarked Reserves ([attached at page 42](#)).

(c) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 30th June 2019 ([attached at page 48](#)).

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business due to the confidential nature, legal proceedings and commercial sensitivity.

13. COMMUNITY FACILITIES

To receive a report ([attached at page 52](#))

14. THE VOICE

To receive a report ([attached at 53](#))

15. PERIOD GARDEN

To receive a report and update.

16. STAFFING

To receive a resume of the Staffing and Accommodation Sub-Committee Minutes held 24th June 2019.

17. LEGAL ADVICE

To receive advice.

18. PUBLIC DOMAIN

To consider whether any item discussed in Private Session should be moved into the Public Domain.



James Sheehy
Town Clerk

JS/NS/12.8.2019



ITEM NO: 5

Officer Report: Town Clerk's Report

Issue:

The following is to note –

Puppet Festival

Miss Nikki Smith has secured over £4,000 funding from the Arts Council for the Puppet Festival.

Town Clock

It was hoped that a full report on the refurbishment of the Town Clock would be available for this Meeting. Despite reminders, this has still to be received.

Online Banking

We are in the process of swapping our bank account to Unity Trust and hope to be able to start making electronic payments shortly.

Asset Register

We will shortly be updating the Town Council's Asset Register to better reflect its true value.

Advice:

[Back to agenda](#)

Meeting and Date	Mrs S. Ager	K.L. Atwill	P.R. Barlow	J.C. Bayford	J.C. Goodman	S.E. Hicks*	Miss C. Jay	Mrs A. Kilmartin*	M.C.M. Lager	Mrs S.C. Lager	C.S. Livermore	T.A. Pleasance	R.P. Ramage*	ITEM : 6		
														P.M. Ryland	Miss M.L. Weeks*	R. Williams
AGM 13.5.2019	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pl. Apps 28.5.2019	✓	A	✓	✓	✓	A	✓	A	✓	✓	✓	A	X	✓	✓	✓
Environment 28.5.2019	✓		✓	✓	✓	A	✓	A	✓	✓	✓		X	✓	✓	
Staffing 3.6.2019			✓		✓				✓	✓		✓	X			✓
Town Council 3.6.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
Pl. Apps 10.6.2019	A	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓
Community 10.6.2019		✓	✓	✓	✓	✓	✓		A	A	✓	✓	✓	A	✓	✓
Open Space 19.6.2019					✓	✓	✓			✓		✓	✓			
Staffing 24.06.19			✓		A				✓	✓		✓	✓			✓
Pl. Apps 24.6.2019	✓	✓	✓	A	✓	A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
Pol & Res 24.6.2019	✓	✓	✓		✓	A		✓	✓	✓		✓	✓		✓	✓
Pl. Apps 8.7.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Town Council 8.7.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓
Pl. Apps 23.7.2019	✓	A	A	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓
Environment 23.7.2019	✓			✓	✓	✓	A	✓	✓	✓	✓	✓	✓		✓	
Pl. Apps 5.8.2019	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	A	A	✓
Community 5.8.2019		✓	A	✓	✓	✓	✓		✓	A	A	✓	✓	A	A	✓
	91%	83%	76%	92%	87%	69%	86%	83%	88%	82%	69%	94%	71%	67%	86%	100%

MODEL STANDING ORDERS 2018

1. (ENGLAND)

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

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3. Permission is given to use NALC's logo in the presented format only.

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4. INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

Notes:

1. Need provision for Members to declare themselves as members of a group, and if that group has a majority of Members for that group to be able to nominate a Member to be known as the Leader of the Council with such powers and duties as the Council may determine.

5. RULES OF DEBATE AT MEETINGS

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

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

a During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

b A point of order shall be decided by the chairman of the meeting and his decision shall be final.

c When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.

Commented [Michael L1]: Three minutes?

6. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard 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 be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

7. MEETINGS GENERALLY

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

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.

Commented [Michael L2]: Suggest first version

Commented [Michael L3]: Suggest 30 minutes

g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.

Commented [Michael L4]: Three minutes

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

Commented [Michael L5]: Suggest second version. In practice, the chairman at a committee meeting would allow speaking while seated.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k 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.

- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- - **r** The 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 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
 - **s** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
 - t** The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
 - **u** A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
 - **v** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

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

x A meeting shall not exceed a period of () hours.

Commented [Michael L6]: Suggest two hours.

8. COMMITTEES AND SUB-COMMITTEES

a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

Commented [Michael L7]: Suggest three days (normally for urgent absence), a new concept for WTC

Commented [Michael L8]: Suggest add "and vice-chairman"

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

9. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) 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 there is one, 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 annual 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 shall 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 annual 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 shall give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

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

Commented [Michael L9]: New item: Receipt of any notice from any group as to a Leader of the Council

Commented [Michael L10]: xii to xxi are not needed as part of routine work by P&R

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

Commented [Michael L11]: Suggest three

Commented [Michael L12]: Suggest seven

11. PREVIOUS RESOLUTIONS

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

Commented [Michael L13]: Suggest 8

12. VOTING ON APPOINTMENTS

- a 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.

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

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

Commented [Michael L14]: Suggest seven

Commented [Michael L15]: Suggest five

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

- a The following motions may be moved at a meeting without written notice to the

Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

15. **MANAGEMENT OF INFORMATION**
See also standing order 20.

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

b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information

(including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

16. DRAFT MINUTES

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

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d 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."

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
-
-

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

Commented [Michael L16]: Probably don't need this?

17. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

Commented [Michael L17]: Suggest first version

Commented [Michael L18]: As above

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

18. CODE OF CONDUCT COMPLAINTS

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

19. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.**

b The Proper Officer shall:

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

Commented [Michael L19]: Suggest reference to Chairman/Vice-chairman of Planning & Transport subcommittee.

20. RESPONSIBLE FINANCIAL OFFICER

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

21. ACCOUNTS AND ACCOUNTING STATEMENTS

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

Commented [Michael L20]: c is probably not needed as covered by practice.

D does not need the reference to the last quarter

expenditure) for the year to date;

- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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

22. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- a. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- b. **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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- a. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- b. **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.**
- c. **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.

23. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

Commented [Michael L21]: Staffing & Accommodation subcommittee

Commented [Michael L22]: B to e are probably not needed

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

24. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

25. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

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

26. RELATIONS WITH THE PRESS/MEDIA

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

27. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

Commented [Michael L23]: ... whichever applies to WTC

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

OR

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

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

28. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

Commented [Michael L24]: Delete "unitary"

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward

councillor(s) representing the area of the Council.

29. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

30. STANDING ORDERS GENERALLY

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

Commented [Michael L25]: Suggest 8, or by recommendation from the P&R Committee to the Council

Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity

You are a member or co-opted member of the [name] council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, including your membership of any Trade Union, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

ITEM : 9

Officer Report: Sponsorship of dog bins on our Open Spaces

Issue:

A fun idea, revenue generating and a worthy cause is the sponsorship of dog bins on our Open Spaces.

All dog owners love seeing photos of their dogs. For a reasonable fee, the proposal is that they could sponsor a dog bin and in return a photo sticker of their dog would be placed on a dog bin of their choice so they could see a picture of their lovely dog every time they go for a walk!

An adhesive vinyl photo can be purchased for around £15 in an A4 size suitable to stick on the front of one of our dog bins. We could charge a sum of say £50 to sponsor the bin for two years which would be revenue generating for the Council but because of how cheap the photo sticker can be produced, we could potentially donate a percentage to a dog charity which would be another incentive for dog owners to get involved.

Marketing of the scheme would be focussing on keeping our Open Spaces clean and the issue of dog fouling by a small number of irresponsible dog owners. The Keep Britain Tidy campaign wants to see dog fouling substantially reduced by 2020 and all but eradicated by 2030. By adding a photo to dog bins will be fun for dog owners to see their dogs but will also contain the important message reminding all dog owners to clear up after their dogs.

Advice:

Members to discuss the proposed scheme and whether to implement.

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ITEM 10

From: Rebecca Sheppard [<mailto:Rebecca.Sheppard@ealc.gov.uk>]
Sent: 30 July 2019 09:04
Subject: Celebrating Democracy: 125 Years of the Parish Council

Good Morning

After receiving some responses from my email yesterday requesting information in regards to what your Council is doing to celebrate this anniversary I would like to clarify the reasonings for this request.

At the end of last year we put a request out a request for information on what Councils have planned to celebrate the 125 years. Due to heavy work load and little response we are now requesting information again.

Parish Councils are the first tier of Local Government and were created by statute in 1894. This year it is 125 years celebration of the Local Councils sector.

Back when we celebrated 100 years of the Sector many Councils held exhibitions and events.

It is up to you and your Council if you want to celebrate.

This is an important milestone for Local Councils and the EALC hope that all Essex Parish, Town, Village & Community Councils will celebrate this historic moment.

We look forward to hearing from you.

Kind regards

Rebecca Sheppard

Office and Training Coordinator

EALC 42B High Street, Great Dunmow, Essex, CM6 1AH
Tel: 01371 879722

www.ealc.gov.uk

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ITEM 12 (a)

Date: 22/07/2019	Witham Town Council Financial Year 2019/20	Page 1
Time: 11:07	Bank Reconciliation Statement as at 22/07/2019 for Cashbook 1 - Current Bank Account	User: JS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2019	56	295,202.49
			<hr/> 295,202.49
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
29/04/2019 10610	Braintree District Council	332.00	
28/05/2019 DD	Anglian Water	70.01	
10/06/2019 10489	J Hospice	3,000.00	
10/06/2019 10486	Witham Hangout	150.00	
10/06/2019 104087	Witham Foodbank	150.00	
10/06/2019 10490	St John Ambulance	150.00	
10/06/2019 10492	Witham Public Hall Trust	190.00	
10/06/2019 10496	First Essex Buses	395.55	
24/06/2019 10507	Doe Motors	322.67	
24/06/2019 10508	Rialtas Business Solutions Ltd	403.80	
24/06/2019 10509	A to Z Supplies	16.73	
24/06/2019 10510	Kempco	19.22	
24/06/2019 10511	EALC	264.00	
24/06/2019 10512	Door2Door leafletting	1,320.00	
24/06/2019 10513	Witham Choral Society	15.00	
24/06/2019 10515	Travis Perkins	9.90	
24/06/2019 10516	Olivers Nursery	1,000.00	
24/06/2019 10517	Witham Public Hall Trust	109.00	
24/06/2019 10519	Revitalise	1,000.00	
24/06/2019 10520	Tabor Centre	1,000.00	
24/06/2019 10521	A R Fabb Bros	67.20	
24/06/2019 10524	Ecoburotic	407.95	
24/06/2019 10525	Integrated Water services	182.00	
			<hr/> 10,575.03
			284,627.46
<u>Receipts not Banked/Cleared (Plus)</u>			
26/06/2019 2019/102		60.00	
27/06/2019 2019/103		40.00	
28/06/2019 2019/104		69.05	
			<hr/> 169.05
			284,796.51
Balance per Cash Book is :-			284,796.51
Difference is :-			0.00

Date: 08/07/2019

Witham Town Council Financial Year 2019/20

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Time: 12:42

**Bank Reconciliation Statement as at 28/06/2019
for Cashbook 2 - Working Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Working Fund	28/06/2019	14	55,055.32
			<hr/> 55,055.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,055.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,055.32
		Balance per Cash Book is :-	55,055.32
		Difference is :-	0.00

Date: 09/07/2019

Witham Town Council Financial Year 2019/20

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Time: 12:00

**Bank Reconciliation Statement as at 28/06/2019
for Cashbook 4 - Fixed Term Deposit**

User: N

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Deposit 13620909LS	28/06/2019		220,321.18
			<hr/> 220,321.18
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			220,321.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			220,321.18
		Balance per Cash Book is :-	220,321.18
		Difference is :-	0.00

Date: 08/07/2019

Witham Town Council Financial Year 2019/20

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Time: 13:32

**Bank Reconciliation Statement as at 28/06/2019
for Cashbook 3 - Mayor's Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Appeal	28/06/2019	85	12.43
			<hr/> 12.43
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			12.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			12.43
		Balance per Cash Book is :-	12.43
		Difference is :-	0.00

ITEM 12 (b)

Administration & Fixed Overheads Budget Report up to 30/07/19					
	2018/2019		2019/2020		
	Budget	Actual	Budget	Actual YTD	Projected End of Year
Sundry Receipts	500	15100	500	250	750
Car Park Licence	8783	8782	8780	2196	8780
Total Income	9283	23882	9280	2446	9530
Admin - Salaries & Employer N.I Contributions	144200	140547	148526	31952	148526
Admin- Employers LGPS Contribution	30000	27263	31350	11013	33040
Travel Expenses	600	0	600	0	300
Town Hall	30500	18389	31000	10174	31000
Gas	3296	1579	3395	293	878
Electricity	3502	3187	3607	915	2744
Photocopying	2060	2047	4500	737	2210
Postage	1800	1266	900	386	1157
Stationery	1600	1575	1600	366	1097
Office Equipment	3914	4936	4031	2763	4000
Repairs & Renewals	2000	0	2000	0	0
Website	2000	245	2000	120	300
Telephone/Fax	3090	3787	3183	1239	3718
Insurance	8500	-2030	8755	7349	7349
Sundry Expenses	1500	2832	1500	214	643
Audit & Legal	2000	3070	2000	5125	13000
Affiliation Fees	3000	2798	3050	1988	2200
Members -Conferencing/Training	1500	539	2545	1117	3351
Staff -Conferencing/Training	1500	2350	2690	2036	3500
Payroll Charges	670	530	690	0	690
Petty Cash	620	620	650	218	655
Overhead Expenditure	247852	215531	258572	78005	260358

Community Committee Income & Expenditure Budget up to 30/07/19					
	2018/2019		2019/2020		
	Budget	Actual	Budget	Actual YTD	Projected End of Year
Community					
Information Sales Income	80000	67295	78750	17363	52090
Puppet Festival Income	5200	5392	0	550	7250
Christmas Dickensian Event	320	350	320	140	320
Community Day	0	792	0	150	150
Total Income	85520	73829	79070	18203	59810
Community Team - Salaries & Employer N.I & LGPS Contributions	0	31277	66160	15182	45546
Town Clock	0	0	936	936	936
Bus Shelters	500	0	500	0	100
Litter Bins	1000	0	1000	0	1000
Christmas Decorations	7210	5369	8426	848	2544
Information Centre Purchases	73000	58854	66150	13302	39906
Information Centre Administration	32550	1368	2000	540	1620
Community Grant Aid	12000	8775	10000	8000	8000
Citizens Advice Bureau	10000	8400	9000	10000	10000
Community Safety/CCTV	16965	20485	17474	11411	17000
Community Special Constables	0	920	4000	0	2500
Other Community Support/Youth	3000	956	3000	1158	3475
Community Day	1050	2298	1050	1419	1419
Puppet Festival	17000	24921	17000	0	17000
Christmas Dickensian Event	320	332	320	0	0
Overhead Expenditure	17459	16395	20701		
	5	5	6	62796	151046

Environment Committee Income & Expenditure Budget up to 30/07/19					
Environment	2018/2019		2019/2020		
	Budget	Actual	Budget	Actual YTD	Projected End of Year
Commemorative Trees	800	190	800	0	0
Total Income	800	190	800	0	0
				0	
Operations - Salaries & Employer N.I & LGPS Contributions	93525	90259	96820	27699	96820
Equipment Supplies & Maintenance	9425	14933	8500	3033	9099
Lighting Maintenance & Utility	6500	6303	1800	2024	3500
Tree Planting	0	0	1000	0	200
Tree Maintenance	1000	18745	15000	0	16500
Toilet Block - Town Park	9000	7645	9000	664	9000
Commemorative Trees	800	864	800	0	0
Dog Bin Maintenance	600	167	2500	0	2500
Devolved Services	2000	0	2000	0	0
Open Spaces General	12415	5719	1000	1000	3000
River Walk Extension	0	0	1000	0	0
River Walk Improvements	0	0	3000	0	0
James Cooke Wood	0	63	200	1000	1000
River Walk	0	4181	3000	0	0
Whetmead LNR	0	63	600	113	338
Closed Churchyard	0	36	200	0	0
Witham in Bloom	11500	11401	11845	5334	11845
Overhead Expenditure	14676	16037	15826		
	5	9	5	40867	153802

Policy & Resources Income & Expenditure Budget up to 30/07/19					
Policy & Resources	2018/2019		2019/2020		
	Budget	Actual	Budget	Actual YTD	Projected End of Year
Hall Hire	8500	4709	8500	2266	6797
Mayors Appeal Fund	0	7263	0	926	0
Interest Received	2800	3362	2800	329	986
Total Income	11300	15334	11300	3521	7783
Mayor's Appeal Fund	0	5149	0	5638	0
Civic Receptions	500	177	500	0	0
Christmas Expenses	2123	1760	2185	0	0
Mayor's Allowance	1500	1610	1500	0	1800
Mayors Gift Fund Allowance	100	125	100	15	45
Newsletter & Publications	8500	8629	9200	2158	9200
Partnership Authority Work	500	0	500	0	0
Town & Neighbourhood Plan	500	0	500	70	70
Overhead Expenditure	13723	17451	14485	7881	11115
Precept	500776	500776	557278	278639	557278
Localism Fund	16581	16581	0	0	0
Collection Fund Surplus	7737	7737	8100	5115	8100
Total Income	525094	525094	565378	283754	565378

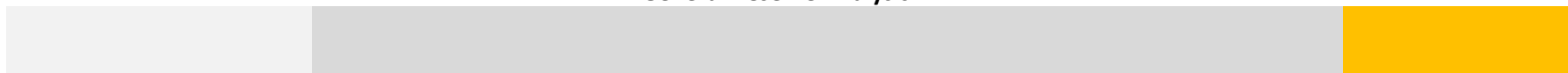
Earmarked Reserves Report (To date 09/08/2019)

	Balance Carried Forward from 2018/19	Transfers to EMRs on 01.04.2019	Expenditure to Date	Closing Balance to date
	£	£	£	£
EMR - LED Streetlighting	-	24,000.00	-	24,000.00
	£	£	£	£
EMR- Community Day	298.01	-	-	298.01
	£	£	£	£
EMR - Information Centre	-	15,000.00	-	15,000.00
	£	£	£	£
EMR - Riverwalk Cycleways	-	10,000.00	-	10,000.00
	£	£	£	£
EMR - Puppet Festival	420.12	-	-	420.12
EMR - Community Safety	£	£	£	£
/CCTV	22,000.00	16,000.00	-	38,000.00
EMR - Vehicle Replacement	£	£	£	£
Fund	15,900.00	4,300.00	-	20,200.00
EMR - Equipment Replacement	£	£	£	£
	15,000.00	2,000.00	12,000.00	5,000.00
EMR - Major Repairs & Renewals	£	£	£	£
	15,000.00	-	-	15,000.00
	£	£	£	£
EMR - Town Hall Development	15,000.00	10,000.00	-	25,000.00
	£	£	£	£
EMR - Election Expenses	13,050.00	-	12,962.00	88.00
	£	£	£	£
EMR - Members Allowance	3,200.00	-	-	3,200.00
	£	£	£	£
	99,868.13	81,300.00	24,962.00	156,206.13

Total EMR Balance:

£181,168.13

General Reserve Analysis



ITEM 12 (c)

12/08/2019

Witham Town Council Financial Year 2019/20

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Cashbook 1

User: NS

Current Bank Account

Receipts received between 01/06/2019 and 30/06/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2019/76	Banked: 03/06/2019	5.10						
2019/76	Information Centre	5.10			1300	300	5.10	PDQ
501039	Banked: 03/06/2019	19.35						
2019/74	Information Centre	19.35			1300	300	19.35	Cash Receipt 501039
501040	Banked: 03/06/2019	20.00						
2019/75	Mr & Mrs Greenway	20.00			1320	300	20.00	Greenway - Stall - 501040
2019/77	Banked: 04/06/2019	84.00						
2019/77	Information Centre	84.00			1300	300	84.00	PDQ
WKWIT001	Banked: 04/06/2019	300.00						
WKWIT001	NewRiver Retail	300.00			1310	300	300.00	Puppet Festival
2019/78	Banked: 05/06/2019	53.34						
2019/78	Information Centre	53.34			1300	300	53.34	PDQ
2019/19	Banked: 06/06/2019	35.20						
2019/19	Information Centre	35.20			1300	300	35.20	PDQ
2019/86	Banked: 07/06/2019	163.00						
2019/86	Information Centre	163.00			1300	300	163.00	PDQ
501041	Banked: 07/06/2019	301.99						
2019/80	Information Centre	301.99			1300	300	301.99	Cash Receipt 501041
2019/87	Banked: 10/06/2019	21.20						
2019/87	Information Centre	21.20			1300	300	21.20	PDQ
501042	Banked: 10/06/2019	130.00						
2019/81	Donovans Ice Cream	130.00			1321	300	130.00	Donovans Donations
501043	Banked: 10/06/2019	250.00						
2019/83	DWF Law LLP	250.00			1100	100	250.00	M Lee - 5.12.17 Policy
2019/88	Banked: 11/06/2019	67.66						
2019/88	Information Centre	67.66			1300	300	67.66	PDQ
2019/88	Banked: 11/06/2019	-67.66						
2019/88	Information Centre	-67.66			1300	300	-67.66	PDQ
2019/88	Banked: 11/06/2019	67.60						
2019/88	Information Centre	67.60			1300	300	67.60	PDQ
2019/99	Banked: 12/06/2019	21.20						
2019/99	Information Centre	21.20			1300	300	21.20	PDQ
2019/90	Banked: 13/06/2019	143.60						
2019/90	Information Centre	143.60			1300	300	143.60	PDQ
2019/92	Banked: 14/06/2019	76.75						
2019/92	Information Centre	76.75			1300	300	76.75	PDQ
Subtotal Carried Forward:		1,692.33	0.00	0.00			1,692.33	

Date: 12/08/2019

Witham Town Council Financial Year 2019/20

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Time: 12:54

Current Bank Account

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	Braintree District Council	DD	933.00	DD	Non Dom Rates June 2019
01/06/2019	Braintree District Council	DD	133.00	DD	Non Dom Rates June 2019
02/06/2019	Tesco PLC	CC	7.20	CC	Meet the Mayor Sundries
03/06/2019	Lyreco UK Ltd	10478	152.82	10478	Photocopy paper
03/06/2019	Pitney Bowes	10479	894.00	10479	Inkjet Digital Meter
03/06/2019	Personalise	10480	437.40	10480	Work Clothes/Outside Workers
03/06/2019	P Tuckwell Ltd	10481	147.77	10481	Ball Joints AY05 KBE
03/06/2019	BT	10482	229.92	10482	Telephones
03/06/2019	Essex Pension Fund	10483	5,915.33	10483	Staff Pension - May 2019
03/06/2019	HM Revenue and Customs	10484	5,402.73	10484	Staff PAYE & NIC - May 2019
03/06/2019	RISC IT Solutions	DD	29.94	DD	Comp Back Up June 2019
03/06/2019	TalkTalk	DD	377.39	DD	CCTV - May 2019
07/06/2019	Leisure FM Ltd	10485	150.00	10485	PA System & Announcer
10/06/2019	Barclaycard	DD	77.29	DD	PDQ Charges
10/06/2019	J Hospice	10489	3,000.00	10489	Mayor's Appeal - J Hospice
10/06/2019	Witham Hangout	10486	150.00	10486	Mayors Appeal - Hangout
10/06/2019	Witham Town Luncheon Club	10488	138.00	10488	Mayors Appeal - Lunch Club
10/06/2019	Witham Foodbank	104087	150.00	104087	Mayors Appeal - Foodbank
10/06/2019	St John Ambulance	10490	150.00	10490	Attendance at Com Day
10/06/2019	D Halliday	10491	44.82	10491	Strawberries, Pimms for Stall
10/06/2019	Witham Public Hall Trust	10492	190.00	10492	Tickets 40s Tea Dance
10/06/2019	Petty Cash	10493	100.00	10493	2nd Installation
10/06/2019	National Express	10494	385.07	10494	Sale of Coach Tickets
10/06/2019	Klarners Tours Ltd	10495	299.70	1495	Sale of Coach Trips
10/06/2019	First Essex Buses	10496	395.55	10496	Sale of Bus Tickets
10/06/2019	Aqua Loo Toilet Hire	10497	494.40	10497	Portaloos
10/06/2019	RBS Invoice Finance Ltd	10498	1,058.00	10498	Printwise - Summer Voice
10/06/2019	David Islip Photography	10499	120.00	10499	Official Photos of Councillors
10/06/2019	EALC	10500	216.00	10500	Cllr Training Day S Ager x 2
10/06/2019	Writtle University College	10501	440.00	10501	K Drury-Brushcutter/Line Trimm
10/06/2019	Hugh James	10502	921.60	10502	Judicial Review
10/06/2019	A & J Lighting	10503	294.00	10503	Town Sign Repairs
10/06/2019	Rialtas Business Solutions Ltd	10504	800.28	10504	Year End
10/06/2019	Mondy Ironmongers	10505	118.63	10502	Various Items
10/06/2019	Witham Food Bank	10487	-150.00	10487	Cancelled Cheque
20/06/2019	Lloyds Bank	TELEPAY	16,060.46	Telepay	Staff Salaries June 2019
21/06/2019	British Gas	DD	23.12	DD	Electric - May 2019
24/06/2019	Doe Motors	10507	322.67	10507	Apr/May Fuel
24/06/2019	Rialtas Business Solutions Ltd	10508	403.80	10508	Training/Maintenance
24/06/2019	A to Z Supplies	10509	16.73	10509	Blue Wipes
24/06/2019	Kempco	10510	19.22	10510	Letter Tray/Post It Notes
24/06/2019	EALC	10511	264.00	10511	Risk Assess Course
24/06/2019	Door2Door leafletting	10512	1,320.00	10512	Voice/Summer/Distribution

Continued on Page 2

Date: 12/08/2019

Witham Town Council Financial Year 2019/20

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Current Bank Account

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2019	Witham Choral Society	10513	15.00	10513	Tickets Gilbert & Sullivan
24/06/2019	C&S Window Cleaning Services	10514	90.00	10514	Window Clean
24/06/2019	Travis Perkins	10515	9.90	10515	White Line Marking Paint
24/06/2019	Olivers Nursery	10516	1,000.00	10516	Fencing Contribution
24/06/2019	Witham Public Hall Trust	10517	109.00	10517	Tickets Eric Knowles
24/06/2019	Ricoh UK Ltd	10518	522.96	10518	Photocopy Charges 3/19-5/19
24/06/2019	Revitalise	10519	1,000.00	10519	Comm Com Minute 7 refers
24/06/2019	Tabor Centre	10520	1,000.00	10520	Comm Com Minute 7 refers
24/06/2019	A R Fabb Bros	10521	67.20	10521	Engrave Mayoral Chain
24/06/2019	Skipper Ground Maintenance	10522	5,488.80	10522	Floral Displays in Newland St
24/06/2019	Whitehall Electrical Ltd	10523	816.00	10523	Electrical Testing
24/06/2019	Ecoburotic	10524	407.95	10524	Toner Cartridges
24/06/2019	Integrated Water services	10525	182.00	10525	Water Hygiene 3/19 & 5/19
24/06/2019	Ricoh UK Ltd	CC	-522.96	Photocopying Mar-May	Photocopying Mar-May 2019
24/06/2019	Ricoh UK Ltd	CC	522.86	CC 10518	Ricoh UK Ltd
26/06/2019	Chabrias Limited	CC	25.00	CC	Recycling Bin
26/06/2019	Amazon Co uk	CC	13.99	CC	CD for Community Day
26/06/2019	Amazon Co uk	CC	11.99	CC	Bracelets for Community Day
26/06/2019	Amazon Co uk	CC	23.98	CC	Bracelets for Community Day
26/06/2019	Amazon Co uk	CC	-10.00	CC	Community Day CD Refund
27/06/2019	Royal British Legion Witham Br	10506	100.00	10506 Mayor's Appeal	Mayor's Appeal Donation
28/06/2019	Adept Telecom	DD	30.95	Info Centre PDQ	Adept Info Centre PDQ
28/06/2019	Ideal 365 Limited	CC	56.00	CC	Ideal 365 Limited
28/06/2019	Amazon Business	CC	40.00	CC	Paint for Town Hall
28/06/2019	Jimwey UK Sales	CC	39.99	CC	Jimwey UK Sales
28/06/2019	Poundland	CC	12.00	CC	Cleaning Supplies
28/06/2019	Tesco PLC	CC	4.05	CC	Cleaning Supplies
28/06/2019	Manhole Covers	CC	135.00	CC	Manhole Covers
28/06/2019	Land Registry	CC	6.00	CC	Title Deeds for Land Near Gims
28/06/2019	Land Registry	CC	6.00	CC	Title Deed for Land Near Gims
28/06/2019	Land Registry	CC	3.00	CC	Land Registry Check
28/06/2019	Land Registry	CC	3.00	CC	Land Registry Check
28/06/2019	McColl's	CC	5.02	CC	Meeting Supplies
28/06/2019	Essex County Council	CC	69.35	CC	Essex County Council
28/06/2019	Tesco PLC	CC	36.50	CC	Stationary
Total Payments			53,954.37		

Receipts and Payments		
1st April 2019 to 30th June 2019		
Receipts		
01.04.19	Total Receipts (excluding transfers)	
to		£326,723.39
30.06.19	Total Receipts (including transfers)	£447,683.39
Payments		
01.04.19	Total Payments (excluding transfers)	
to		£144,714.67
30.06.19	Total Payments (including transfers)	£364,714.67