



## Astley Village Parish Council

### 'Virtual Agenda'

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Annual Meeting of the Astley Village Parish Council to be held on **Wednesday 5 May 2021** at 7 pm at which the following business will be transacted.

Note: The live meeting can be accessed via the following link:

#### **Join Zoom Meeting**

<https://zoom.us/j/98400078400?pwd=NWdFSkJOQjdiQmZpSi9Ub29HejJ4QT09>

Meeting ID: 984 0007 8400

Passcode: 080968

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### **Summons**

#### **1. Election of the Chair of the Parish Council**

- (a) To elect a Chair for the ensuing year.
- (b) The person elected to make a declaration of acceptance of office.
- (c) The Chair to return thanks for their election.

#### **2. Appointment of Vice Chair of the Parish Council**

#### **3. Apologies for Absence**

To receive members' apologies.

#### **4. Declarations of Interest**

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

### **Adjournment for Public Participation**

#### **5. Public Engagement**

Members of the public are invited to put questions/make representations to the members of the Parish Council (Including Borough and County Councillor reports).

**6. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 3 March 2021. (Enclosed).

**7. Appointment of Committees, Membership, Terms of Reference**

To consider a report of the Parish Clerk (Enclosed).

**8. Review of Standing Orders, Financial Regulations and Scheme of Delegation**

To consider a report of the Parish Clerk (Enclosed).

**9. Appointment of Council Representatives on Outside Bodies**

To appoint Parish Council representatives to the following Outside Bodies

- Chorley Liaison.
- Neighbourhood Working Group.
- Friends of Astley Park.

**10. Parish Clerk Report**

To report on and provide updates on ongoing projects and work outstanding.

**11. Statutory Business**

To consider any planning issues relevant to the village. (Enclosed).

**12. Financial Matters**

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To receive an update from the Head Teacher regarding the grant of £500 made to Buckshaw Primary School.
- v. To consider the Internal Auditors Report and Statement of Accounts for 2020/21 (Enclosed).
- vi. To consider the Annual Governance Report 2020/21(Enclosed).
- vii. To consider the Annual Return for the Financial Year 2020/21 (Enclosed).

**13. Report of the Village Development Working Group**

To consider a report of the Working Group.

**14. Report of the Working Group to consider Signage in the Village**

To consider a report of the Working Group (Enclosed).

**15. Newsletter**

The Parish Clerk to report at the meeting.

**16. Review Calendar of Tasks (Enclosed).**

**17. Environment Reports**

To receive a verbal update at the meeting.

**18. Reports from Parish Council representatives appointed to the following Outside Bodies:**

- Chorley Liaison.
- Neighbourhood Working Group.
- Friends of Astley Park.

**19. Correspondence**

The Clerk to report at the meeting.

**20. Matters for information**

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

**21. Dates of Future Meetings**

To note that the Annual meeting of the Parish Council will take place on Wednesday 7 July 2021 at 7pm.

Schedule of Meetings 2021/22

Meetings of the Parish Council will take place on the following dates:

- Wednesday 7 July 2021.
- Wednesday 1 September 2021.
- Wednesday 3 November 2021.
- Wednesday 5 January 2022.
- Wednesday 2 March 2022 at the rise of the Parish Meeting.

Craig Ainsworth  
Clerk to the Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW



26 April 2021



## Astley Village Parish Council

3 March 2021 at 7.05pm

Present

Councillor Laura Lennox (Chair) (in the Chair); Councillors Arnold Almond, Keith Ashton, Chris Lennox, Matt Lynch, John McAndrew, Anne Pryce, Gillian Sharples and Chris Sheldon.

### **297.01 Apologies for Absence**

Apologies were received from Councillor Rod Fraser.

### **297.02 Declarations of Interest**

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

No declarations were made.

### **297.03 Public Engagement**

At 7.06 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

Councillor Matt Lynch (Chorley Borough Council) attended the meeting and reported that:

- A budget of £80,000 had been allocated by Chorley Borough Council for the play area at the West Way Sports Hub and associated development.
- Training on suicide prevention was available to be delivered in Astley Village.
- It appeared that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and explained that this was the last meeting prior to the County Council elections on 6 May 2021. He stated that he believed there had been a positive working relationship between himself and the Parish Council over the past four years with a number of notable successes.

At 7.16 pm the meeting resumed.

### **297.04 Minutes**

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 6 January 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

## **297.05 Parish Clerk Report**

The Parish Clerk reported that an application had been made for a Business Debit Card and for Councillor Keith Ashton to be added to the signatories on the Barclays bank accounts.

## **297.06 Statutory Business**

### (i) Co-option to the Parish Council Vacancy

One application had been received and had been circulated to Parish Councillors.

It was confirmed that Mr Lynch fulfilled the qualifications for standing for election.

RESOLVED – (Unanimously) - That Mr Matt Lynch be co-opted on to the Parish Council.

Councillor Matt Lynch signed the Declaration of Acceptance of Office and joined the meeting.

### (ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning application received by Chorley Borough Council:

A Single storey rear extension (following demolition of existing conservatory) at 47 Judeland Astley Village Chorley PR7 1XJ (Reference: 21/00135/FULHH). The deadline for any representations was 2 March 2021.

RESOLVED – That the planning application referred to in the report be noted.

## **297.07 Report of the Village Development Working Group**

A joint report (copies of which had been circulated) of the Working Group and Parish Clerk was submitted, updating the Parish Council in relation to the work undertaken by the Working Group to progress initiatives included in the Two-Year Parish Development Plan.

Mr Simon Forster, Open Space Strategy Officer at Chorley Borough Council attended the meeting to provide an update on the West Way Sports Hub and associated development and discuss the proposed play area.

The Chair of the Working Group (Councillor Chris Sheldon) reported Chorley Borough Council had extended the Wildflower Meadow Programme with the preparatory work commencing around the 17 March 2021 (weather depending) to include:

- Chancery Road junction with the Farthings
- West Way – two metre strip along the east side of West Way
- Chancery Road – the junction at The Farthings through to Long Croft Meadow – one metre strip where appropriate.
- The entrance to Hallgate.
- The junction of Long Croft Meadow.

The Parish Council discussed the trees which had been planted adjacent to the knee rail on Chancery Road on the Village Green.

RESOLVED (1) That the budget for play equipment be increased from £20,000 to £30,000 and a further £5,000 be allocated to provide footpaths.

(2) That the option to pursue a 'typical' play area, similar to the one installed at Harpers Lane Recreation Ground be supported.

(3) That Councillors Keith Ashton and Matt Lynch be nominated to represent the Parish Council on the Tendering Evaluation Panel.

(4) That a site visit be arranged between the Chair of the Parish Council and Mr Forster to discuss the proposed extension of the footpath.

(5) That the budget for the Wildflower Meadow initiative should remain at £500 and the Wildflower Meadow Programme undertaken by Chorley Borough Council be noted.

(6) To consider additional areas which could be included in next year's schedule at the Parish Council Meeting in September 2021.

(7) That the following Councillors be allocated responsibility for the planters as indicated:

- Village Plan Notice Board near Buckshaw Primary School – Councillor Keith Ashton.
- Millennium Notice Board at the junction of Chancery Road and Hallgate – Councillor Chris Sheldon.
- Opposite Broadfields – Councillor Keith Ashton.

(8) That the Parish Clerk be requested to write to Derian House Children's Hospice inviting them to take responsibility for the planter in front of the pond.

(9) That the Parish Clerk be requested to write to APA Blackpool Ltd, (Mr Fazaz Latif), inviting him to meet with the Parish Council to discuss the proposals to improve the Village Centre which included the planting of trees.

(10) That Mr Forster be thanked for attending the meeting.

## **297.08 Financial Matters**

### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 28 February 2021.

RESOLVED – (1) That the financial position be noted.

(2) That the Head Teacher be requested to provide an update regarding the grant of £500 made to Buckshaw Primary School at the Annual Parish Council Meeting on 5 May 2021.

### (ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 March 2021 and 30 April 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
15/03/21	Employee 4	Reimbursements (January 2021)	EB	53.76	2.40	51.36
15/03/21	Employee 4	Reimbursements (February 2021)	EB	61.48	5.73	55.75
01/03/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
15/03/21	Employee 2	Salary (March 2021)	EB	75.57		75.57
15/03/21	Employee 4	Salary & Backpay (March 2021)	EB	588.82		588.82
15/03/21	HMRC	Tax & NI Contribution (March 2021)	EB	147.75		147.75
01/04/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
15/04/21	Employee 2	Salary (April 2021)	EB	77.22		77.22
15/04/21	Employee 4	Salary (April 2021)	EB	304.56		304.56
15/04/21	HMRC	Tax (April 2021)	EB	76.14		76.14
				<b>1,483.70</b>	<b>24.53</b>	<b>1,459.17</b>

RESOLVED – (1) That approval be given to the payments as detailed above.

(2) That the Parish Clerk be authorised to pay the invoice (£2,491.80) to Everglades Nurseries Ltd for the planting of 30 trees between Long Copse and Long Croft Meadow, including on the Green opposite the shops and on the Green opposite Hallgate, close to the entrance of Buckshaw Primary School.

(ii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

RESOLVED – That the report be noted.

## **297.09 Report of the Working Group to consider Signage in the Village**

A joint report (copies of which had been circulated) was submitted, updating the Parish Council in relation to the work undertaken by the Working Group. The Working Group had made proposals for:

- The design of the gateway signs.
- The possibility of renovating the existing gateway signs using the existing structure.
- The necessary permissions required to locate the gateway signs and fingerpost signs.
- Obtaining costings/quotes for the gateway and fingerpost signs.
- The location of the fingerpost signs.
- The renovation of the Chancery Road Bus Shelters.
- Replacing the Millennium noticeboard at the junction of Chancery Road and Hallgate using the existing supporting structure.

RESOLVED – (1) That the locations of the three proposed fingerpost signs be agreed as follows:

- Chancery Road to Dog Trap Wood (adjacent to the bus shelter).
- Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe).
- Judeland Wood to Astley Park.

(2) That the fingerpost signs should indicate that the routes are for pedestrians only.

(3) That the Working Party be requested to advance the proposals in the report and that the Parish Clerk be authorised to approve any works/purchases within the budgets set out in the report and the overall budgets below:

- Gateway Signs - £1,500 (excluding VAT).
- Fingerpost Signs - £1,400 (excluding VAT).
- The Renovation of the Chancery Road Bus Shelters - £1,500 (excluding VAT).
- Millennium Notice Board - £1,000 (excluding VAT).

### **297.10 Proposed Change to Standing Orders – Urgent Business**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider a proposed change to the Parish Council's Standing Orders in relation to Urgent Business.

RESOLVED – That the following change to the Parish Council's Standing Orders be approved:

“16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council with the exception of any financial support to an individual or organisation.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is 'urgent', shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information.”

### **297.11 Scheme of Delegation and Financial Regulations**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider a proposed Scheme of Delegation which enabled the Parish Clerk and Committees of the Parish Council to act to avoid any undue delays in decisions being taken. The report also recommended changes to the Financial Regulations to address the need to obtain three quotations or estimates for orders for works, goods and services.

RESOLVED – That the report be deferred until the Annual Parish Council Meeting



on 5 May 2021 and that Parish Councillors be requested to forward their comments on the proposals to the Parish Clerk by 31 March 2021.

### **297.12 Procedure for Conducting Co-options onto the Parish Council**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the co-option process. This report provided some guidance and suggestions for the Parish Council to consider.

RESOLVED – (1) That the Parish Clerk be requested to amend Appendix D (Co-option Application Form) to remove the ‘Skills Audit’ section and circulate the revised version to Parish Councillors for comments.

(2) That the Parish Clerk be requested to confirm with the Electoral Commission that citizens of a European Union country meet the qualification criteria to stand for election as a Parish Councillor.

(3) That Parish Councillors be provided with copies of the ‘Co-option Information Pack’.

### **297.13 Guidance on the Publication of Councillors/Co-opted members Personal Details**

The Parish Clerk submitted a report (copies of which had been circulated) To provide guidance on the publication of Parish Councillors personal details, the Register of Members Interests, Declarations of Interests and Code of Conduct.

RESOLVED – That the report be noted.

### **297.14 Newsletter**

The Parish Council discussed potential articles for the Summer edition of the Parish Council Newsletter and the following articles were suggested:

- Councillor Resignations/Appointments – New Councillors to introduce themselves.
- An update on the restoration of Astley Hall – Councillor John McAndrew.
- West Way Sports Hub and associated Development – Mr Simon Forster (Chorley Borough Council).
- Tree Planting Scheme – Councillor Arnold Almond.
- An update from the Village Development Working Group – Councillor Chris Sheldon.
- An update from the Working Group to consider Signage in the Village – Councillor Arnold Almond.
- An update on Astley Park – Councillor John McAndrew.
- The history of the Parish/Village – Councillor Keith Ashton.

RESOLVED – That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Summer Newsletter by 31 March 2021 and Parish Councillors be requested to submit the article(s) allocated to them to the Parish Clerk by Friday 30 April 2021.

### **297.15 Policy and Document List Review**

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

RESOLVED – That no further changes be made to the Policy and Document List.

#### **297.16 Annual Report of the Parish Council 2020/21**

The Chair submitted the Annual Report 2020/21 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

#### **297. 17 Environment Reports**

No issues were raised.

#### **297.18 Reports from Parish Council representatives on Other Bodies**

The following confirmed that there were no updates to report:

- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew

##### Chorley Liaison

Councillor Laura Lennox reported that a meeting had taken place on 19 January 2021 attended by herself and the Parish Clerk.

#### **297.19 Correspondence**

The Parish Clerk reported that he had received a letter from the Bowland Pennine Mountain Rescue Team requesting financial support towards replacing vital equipment.

RESOLVED – That in accordance with the Grant Scheme Criteria which stated that the Scheme was primarily designed to assist voluntary, village community-based projects and groups, no grant be made.

#### **297.20 Minutes of the Personnel Committee – 19 January 2021**

The Parish Clerk reported that he had written to The Brothers of Charity regarding the Village Caretakers ability to undertake his duties from 29 March 2021.

RESOLVED – That the minutes of the Personnel Committee held on 19 January 2021 (copies of which had been circulated) be noted.

#### **297.21 Date of Next Meeting**

To note that the next meeting of the Parish Council would take place on Wednesday 5 May 2021 at the rise of the Parish Meeting.

The meeting concluded at 9.40pm.

Chair



<b>Title</b>	<b>Appointment of Committees, Membership, Terms of Reference</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>5 May 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

To consider the Appointment of Committees, Membership, Terms of Reference.

Standing Committees and Sub-committees may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

Historically, the Parish Council has only appointed a **Personnel Committee** with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The full Terms of Reference are set out in the draft Scheme of Delegation (Item 8 on the Summons).

In accordance with Standing Order 43, it has been agreed that the Vice-Chair will be an ex-officio voting member of the Personnel Committee. For the 2020/21 municipal year it was agreed that the total membership of the Personnel Committee should be four members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

In addition, the Parish Council's Grievance and Disciplinary Procedures require the Parish Council to establish the following Panels:

**Disciplinary/Grievance Panel** – which will be a meeting of the Personnel Committee, chaired by a member of that Personnel Committee not involved in the investigation.

**Personnel Appeals Panel** – which has delegated powers to make decisions on the behalf of the Council in the following matters and where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

### **Appointment of Additional Committees**

The Parish Council has previously expressed the wish to be able act between meetings to avoid any undue delays in decisions being taken. The draft Scheme of Delegation (item 8 on the Summons) invites the Parish Council to consider whether in addition to the Personnel Committee, additional Committee(s) could be appointed to enable decisions to be taken by Parish Councillors between meetings of the Parish Council.

Following the Parish Council Meeting in January 2021, two Working Groups were appointed to progress schemes and the general consensus is that these have worked well. However, these Working Groups do not have any delegated powers to make decisions but instead make recommendations to the next Parish Council Meeting.

Within the draft Scheme of Delegation, two Committees have been included which could replace the current Working Groups:

- **General Purposes Committee** with delegated authority to deal with any matter that is delegated to it by the Parish Council subject to the Parish Council identifying a maximum level of expenditure and there being budget provision within the overall Parish Council Budget. The Parish Council would not delegate any matters are reserved to the Parish Council for decision as set out in Paragraph 3.1 of the Scheme of Delegation.
- **Parish Development Plan Committee** would have delegated authority to progress any scheme within the Parish Development Plan which has not been delegated to another Committee and for which there is provision within the overall Parish Council Budget or any matters are reserved to the Parish Council for decision.

The Parish Council are reminded that Committees must meet in public and are subject to the same legislative requirements as the Parish Council especially in relation openness and transparency. Additional meetings would impact on the workload of the Parish Clerk and the time allocated to undertake their duties.

Alternatively, the Parish Council could continue to operate by appointing two Working Groups as follows:

### **The General Purposes Working Group**

General Purposes Working Group would progress schemes determined by the Parish Council which have not been delegated to another Committee/Working Party. Membership would be determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate.

The Chair would be elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings would be determined by the Chair subject to the number of meetings not exceeding six in any twelve month period and meetings would normally be held virtually. The Parish Clerk would be invited to all meetings.

#### **Village Development Working Group**

Village Development Working Group would progress schemes within the Parish Development Plan which have not been delegated to another Committee/Working Party. Membership would be determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair would be elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings would be determined by the Chair subject to the number of meetings not exceeding six in any twelve month period and meetings would normally be held virtually. The Parish Clerk would be invited to all meetings.

#### **Action required by the Parish Council**

The Parish Council are requested to:

1. Appoint a Personnel Committee, determine the membership and confirm the Terms of Reference as set out in the draft Scheme of Delegation (Item 8 on the Summons).
2. To consider whether it wishes to appoint any additional Committees or continue to appoint Working Groups and if so, determine the membership and Terms of Reference.

# Astley Village Parish Council

<b>Title</b>	<b>Review of Standing Orders, Financial Regulations and Scheme of Delegation</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>5 May 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>The Parish Council are invited to consider:</p> <ol style="list-style-type: none"> <li>1. The Parish Council's Standing Orders.</li> <li>2. The revised Financial Regulations to address the need to obtain three quotations or estimates for orders for works, goods and services.</li> <li>3. The draft Scheme of Delegation.</li> </ol>						
<p><b>Key Issues</b></p> <p><b>1. Standing Orders</b></p> <p>The Standing Orders have been updated to reflect the change agreed at the Parish Council Meeting on 3 March 2021 (Appendix A)</p> <p><b>2. Financial Regulations</b></p> <p>The Parish Council's current Financial Regulations were approved in November 2013. Since then, new model Financial Regulations have been produced by the Society of Local Council Clerks. The Parish Council have previously expressed a wish to relax the requirement to obtain three quotations or estimates for orders for works, goods and services.</p> <p>It is proposed to amend Financial Regulation 10.3 as follows which would cover most items of expenditure incurred by the Parish Council as it would be rare for the Parish Council to enter into a contract for the supply of goods and services:</p>						

## Orders for Works, Goods and Services

“10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, **usually** by obtaining three or more quotations or estimates from appropriate suppliers, and any de minimis provisions in Regulation 11 (I)”

A tracked changed version of the current and model regulations is set out at Appendix B.

### **3. Draft Scheme of Delegation**

Historically, the Parish Council has only appointed a Personnel Committee with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The full Terms of Reference are set out in the draft Scheme of Delegation (Appendix C).

The current Standing Orders and Model Financial Regulations authorises the Parish Clerk/Responsible Finance Officer and Committees to act with delegated authority in the specific circumstances detailed. The Parish Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate. The current delegated arrangements are set out below:

#### **Proper Officer and Responsible Finance Officer**

Standing Order 5 states “Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings”

Financial Regulation 3.4 states “The Clerk 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. The Clerk shall report the action to the Council as soon as practicable thereafter.”

In addition, the Model Financial Regulations (6.1) includes “The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.”

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Parish Council meeting.

### **Delegated Powers re Planning Delegation**

At present the Parish Clerk has no delegated authority to respond to Planning Applications. Standing Order 76 simply states “The Clerk shall, refer to Council particulars of every planning application notified to the Council.” No changes are proposed to the current arrangements.

### **Personnel Committee**

The Committee has delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee has full powers to act on behalf of the Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff.
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions.
- Advertise for and recruit staff as approved by full Parish council.
- Recommend changes in staffing.
- Ensure all current employment legislation is met.
- To review and maintain all HR policies/documents.
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

### **Disciplinary/Grievance Panel**

The Disciplinary/Grievance Panel is a meeting of the Personnel Committee, chaired by a member of that Committee not involved in the investigation.



### **Personnel Appeals Panel**

If the employee is dissatisfied with the decision of the Personnel Committee (Disciplinary/Grievance Panel) s/he may appeal against the decision to the Chair of the Parish Council. Where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee.

### **Annual Appraisals**

The Chair will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

### **Committees**

Committees may be established by resolution of the Parish Council at any time. The work of such a Committee will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Committee will report back with recommendations to the Parish Council that formed it unless the Committee has been delegated powers to deal with the issue by the Parish Council.

### **Delegation – Limitations**

All decisions taken under delegated authority will be in accordance with the Parish Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

### **Action required by the Parish Council.**

1. To Parish Council are invited to review the Parish Council's Standing Orders (Appendix A)
2. To Parish Council are requested to adopt the Model Financial Regulations (subject to modifications) as set out in Appendix B and consider:
  - Financial Regulation 11.1.8 determine the financial levels/thresholds. (Suggestion "11.1.8 In the case of contracts at an estimated cost of less than £2,000 it shall be in the discretion of the Parish Council whether to obtain competitive quotations in any particular case.")
  - Financial Regulation 11.1.9 determine the financial levels/thresholds. (Suggestion "For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.")

- Financial Regulation 13.2 determine the financial level.  
(Suggestion “No property shall be sold, leased or otherwise disposed of without the authority of the Parish Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500, in which case the RFO may make the decision to dispose.”)
3. The Parish Council are invited to consider the attached draft Scheme of Delegation (Appendix C).



## **Astley Village Parish Council**

# **Standing Orders**

Signed: ..... Chair

## ASTLEY VILLAGE PARISH COUNCIL

### **STANDING ORDERS**

1. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting

- a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
- b) **in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.**

3. **In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4. Chair of the Meeting

**The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.**

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

6. Quorum of the Council

**Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**

7. **If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.**

8. **For a quorum relating to a committee or sub-committee, please refer to Standing Order 48.**

9. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

11. **(1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**

**(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he may not give an original vote in an election for Chair.**

**(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.**

12. Order of Business

**At each Annual Parish Council Meeting the first business shall be:**

- a) **To elect a Chair of the Council**
- b) **To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- e) **To elect a Vice-Chair of the Council.**
- f) **To appoint representatives to outside bodies.**
- g) **To appoint committees and sub-committees.**
- h) **To consider the payment of any subscriptions falling to be paid annually.**
- i) **To inspect any deeds and trust investments in the custody of the Council as required;**

and shall thereafter follow the order set out in the Standing Order 15

13. **At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

14. **In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.**

15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows: -
- a) 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.
  - b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
  - c) **To deal with business expressly required by statute to be done.**
  - d) To dispose of business, if any, remaining from the last meeting.
  - e) To receive such communications as the person presiding may wish to lay before the Council.
  - f) To answer questions from Councillors.
  - g) To receive and consider reports and minutes of committees.
  - h) To receive and consider resolutions or recommendations in the order in which they have been notified.
  - i) To authorise the sealing of documents.
  - j) If necessary, to authorise the signing of orders for payment.

16. **Urgent Business**

16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council with the exception of any financial support to an individual or organisation.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is 'urgent', shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information.

17. **Resolutions Moved on Notice**

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 and the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least eight clear days before the next meeting of the Council.

18. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

23. Resolutions Moved Without Notice

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

- a) To appoint a Chair of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public. (see Order 68 below)
- o) To silence or eject from the meeting a member named for misconduct. (see order 33 below)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (see Order 79 below)
- r) To adjourn the meeting.

24. Questions

A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided eight clear days notice of the question has been given to the person to whom it is addressed.

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

29. a) 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 Chair, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- a) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- b) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed three minutes except by consent of the Council.
- c) An amendment shall be either:
- i) To leave out words.
  - ii) To leave out words and insert others
  - iii) To insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:
- i. To amend the resolution.
  - ii. To proceed to the next business.
  - iii. To adjourn the debate.
  - iv. That the question be now put.



- v. That a member named be not further heard.
- vi. That a member named leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

30. A member shall remain seated when speaking unless requested to stand by the Chair.
31. a) the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.
- c) Whenever the Chair speaks during a debate all other members shall be silent.
32. Closure  
At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chair shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.
33. Disorderly Conduct
- a) **All members must observe the Code of Conduct, applicable at the time, which was adopted by the council.**
- b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Order, the Chair 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.
- d) The Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
34. Right of Reply  
The mover of a resolution shall have a right to 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 a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
35. Alteration of Resolution  
A member may, with the consent of his seconder, move amendments to his own resolution.

36. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice, for inclusion on the agenda, whereof bears the names of at least 4 members of the Council, or by a resolution moved in pursuance of the report or recommendation 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.

37. Voting on Appointments

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 a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 68.)

39. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

40. Expenditure

**Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

41. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

42. 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; and
- c) may subject to the provisions of Standing Order 36 above at any time dissolve or alter the membership of committee.

43. Either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee.

44. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the council and shall settle its programme of meetings for the year.

45. Special Meeting

The Chair of a committee or the Chair 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 shall be transacted at that meeting.

46. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

47. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. Advisory Committees

- 1) The Council may create advisory committees, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

51. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

52. **Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

53. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

54. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
  - 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chair or Vice-Chair of the Council.
  - 3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.
55. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.
56. Estimates/Precepts
- 1) The council shall approve written estimates for the coming financial year at its meeting before the end of the month of December.
  - 2) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year, for consideration by Council, prior to the January meeting.

57. Interests

**If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 4 July 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**

58. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.**
59. **Deleted (Wales only).**
60. **The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
61. 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 in writing to the Clerk. 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. Where a relationship to a member is disclosed, Standing Orders 57, 58 and 59 shall apply as appropriate.
62. The Clerk shall make known the purpose of Standing Order 61 to every candidate.
63. Canvassing of and Recommendations by Members
- 1) 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 purport of this sub-paragraph of this Standing Order to every candidate.
  - 2) 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.
64. Standing Order Nos. 61 & 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.
65. Inspection of Documents  
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 a copy.
66. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**
67. Unauthorised Activities  
No member of the Council or of any committee or sub-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 authorised to do so by the Council or the relevant committee or sub-committee.

68. Admission of the Public and Press to Meetings

**The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions: -**

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

69. The Council shall state the special reason for exclusion.

70. At all meetings of the Council the Chair may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

71. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

72. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73. Confidential Business

**No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.**

Any member in breach of the provisions of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

74. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

76. Planning Applications

The Clerk shall, refer to Council particulars of every planning application notified to the Council.

77. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following:
  - a) the accounting records and systems of internal control;
  - b) the assessment and management of risks faced by the Council;
  - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
  - d) the financial reporting requirements of members and local electors and
  - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£50,000] shall be procured on the basis of a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise the following steps:
  - a) a public notice of intention to place a contract to be placed in a local newspaper;
  - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
  - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
  - e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 61, 63 & 64 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

78. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the 'Standards for England' for consideration.

79. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80. 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.

81. Standing Orders to be Given to Members

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 and written undertaking to observe the Code of Conduct adopted by the Council.





## **Astley Village Parish Council**

# **FINANCIAL REGULATIONS**

## **1. General**

1.1 These financial regulations govern the conduct of the financial transactions of the Parish Council and may only be amended or varied by resolution of the Parish Council. Financial Regulations must be observed in conjunction with the Parish Council's Standing Orders.

1.2 The Parish Clerk is the Responsible Financial Officer for the Parish Council.

4.21.3 The Responsible Financial Officer (RFO), under the ~~policy~~Policy direction of the Parish Council, shall be responsible for the proper administration of the Parish Council's financial affairs.

~~1.3 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.~~

## **2. ANNUAL ESTIMATES**

1.4 2.1 ~~Each~~Deliberate or willful breach of these regulations by an employee may give rise to disciplinary procedures.

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

## **2. Annual Budget Estimates**

1.42.1 Any Standing Committee may formulate and submit proposals to the Parish Council in respect of ~~revenue~~Revenue and ~~capital~~Capital costs for the following financial year not later than the end of November each year.

~~2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.~~

1.52.2 The Parish Council shall review the ~~estimates~~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~~The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved ~~estimates~~Budget.

1.62.3 2.4 The annual ~~budgets~~Budget shall form the basis of financial control for the ensuing year.

## **3. BUDGETARY CONTROL**

~~3.1~~

### **3. Budgetary Control**

1.73.1 Expenditure on ~~revenue~~Revenue items may be incurred up to the amounts included in the approved budget.

1.83.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget without the express authority of the Parish Council. The RFO may, with the approval of Parish Council, vary between budget subheadings.

1.93.3 The RFO shall ~~regularly~~ provide the Parish Council with a statement of ~~receipts~~Income and ~~payments to date~~Expenditure at each meeting, under each head of the budgets, comparing actual expenditure against ~~that planned~~the Budget.

1.103.4 The RFO may incur expenditure on behalf of the Parish 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.

1.113.5 Unspent provisions in the revenue budget shall not be automatically carried forward to a subsequent year without going through the budget review and approval.

1.123.6 ~~3.6~~—No expenditure shall be incurred in relation to any ~~capital~~Capital project and no contract entered into or tender accepted involving ~~capital~~Capital expenditure unless the Parish Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

1.133.7 ~~3.7~~—All ~~capital~~ works shall be administered in accordance with the Parish Council's Standing Orders and Financial Regulations relating to contracts.

#### **4. ACCOUNTING AND AUDIT**

4.1—

##### **4. Accounting and Audit**

1.144.1 All accounting procedures and financial records of the Parish Council shall be determined by the RFO ~~as required by~~in accordance with the Accounts and Audit Regulations ~~2003 and 2006,~~ appropriate guidance and ~~any subsequent amendments thereto~~proper practices.

1.154.2 The RFO shall be responsible for ~~completing the annual financial statements~~ensuring completion of all accounts of the Parish Council as soon as practicable after the end of the financial year and ~~shall submit them and report thereon~~submission to the Parish Council for approval by resolution no later than 15 June each year.

~~4.3—The RFO shall be responsible for completing 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 for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.~~

1.164.3 The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Parish Council's accounting, financial and other operations in accordance with ~~Regulation 5 of the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto~~proper

practices. Any officer or member of the Parish Council shall, if the RFO or Internal Auditor requires, make available such documents of the Parish 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.

~~4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.~~

~~4.4 4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor~~  
An Internal Auditor, who shall be competent and independent of the operations of the Parish Council, shall be appointed by the Parish Council. The Internal Auditor will report to the Parish Council in writing on a regular basis with a minimum of one annual report as required.

~~1.174.5~~ For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in respect of each financial year proper practices.

~~1.184.6~~ The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity for inspection of the accounts required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

~~1.194.7~~ The RFO shall, as soon as practicable, bring to the attention of all Parish Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter nature.

## **~~5. BANKING ARRANGEMENTS AND CHEQUES~~**

### **5. Banking Arrangements and Cheques**

~~1.205.1~~ The Parish Council's banking arrangements shall be made by the RFO and approved by the Parish Council. Banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.

~~1.215.2~~ A schedule of the payments required for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to for approval by the Parish Council. All payments will be authorised by two Parish Councillors.

## **~~6. PAYMENT OF ACCOUNTS~~**

### **6 Payment of Accounts**

6.1 The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments

made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.

- 6.2 The Parish Council will make safe and efficient arrangements for the making of its payments and all payments shall be affectedeffected by cheque, BACS or internet banking transfer
- 6.3 ~~6.2~~ If a payment exceeding £500 is necessary to be made to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, the RFO may take all necessary steps to settle such invoices.
- 6.4 If thought appropriate by the Parish Council, payment for certain items may be made by BACS or internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Parish Council as made.
- 6.5 No employee or Parish Councillor shall disclose any PIN or password, relevant to the working of the Parish Council or its bank accounts, to any person not authorised in writing by the Parish Council.
- 6.6 The Parish Council, and any members using computers for the Parish Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Parish Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.8 All invoices for payment shall be examined, verified, and ~~certified~~coded by the RFO who shall satisfy him/herself that the work, goods, or services to which the invoice relates shall have been received, carried out, examined, and approved.
- 6.9 The RFO shall ~~examine~~scrutinise invoices in relation to ~~arithmetic~~arithmetical accuracy and coding shall ~~analyse~~post them to the appropriate expenditure heading. The RFO shall ~~take all steps to settle all~~approve the invoices ~~submitted, and which are in order, at the next available Council Meetingfor payment.~~
- ~~6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.~~

~~6.5 The RFO may hold petty cash for the purpose of defraying operational and other expenses if the Council resolves. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:~~

## ~~7. PAYMENT OF SALARIES~~

~~7.1~~

### 7 Payment of Salaries

~~6.107.1~~ 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 Parish Council.

~~6.117.2~~ ~~7.2~~ Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, ~~provided that each payment is reported to and ratified by the next available Council Meeting.~~

## ~~8. LOANS AND INVESTMENTS~~

~~8.1~~

### 8 Loans and Investments

~~6.128.1~~ All loans and investments shall be negotiated in the name of the Parish Council.

~~6.138.2~~ ~~8.2~~ All loans and investments shall be in accordance with ~~the Trustee Act 2000~~ relevant regulations, proper practice and guidance, and shall be reviewed on a regular basis ~~(at least annually).~~

~~6.148.3~~ ~~8.3~~ All investments ~~of~~ and money under the control of the Parish Council shall be in the name of the Parish Council.

~~6.158.4~~ ~~8.4~~ All borrowings shall be ~~affected~~ effected in the name of the Parish Council, after obtaining ~~any~~ the necessary borrowing approval. Any application for borrowing approval shall be approved by Parish Council as to terms and purpose.

~~6.168.5~~ ~~8.5~~ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## ~~9. INCOME~~

### 9. 9.1 Income

9.1 The collection of all sums due to the Parish Council shall be the responsibility of and under the supervision of the RFO.

~~9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.~~

9.2 ~~9.4~~ Any All sums found to be irrecoverable and any bad debts shall be reported to the

Parish Council and shall be written off in the year.

9.3 ~~9.5~~—All sums received on behalf of the Parish Council shall be banked intact as directed by the RFO. In all cases, all ~~receipts~~income shall be deposited with the Parish Council's bankers with such frequency as the RFO considers necessary.

~~9.6—The origin of each receipt shall be entered on the paying-in slip.~~

~~9.7—~~Personal cheques shall not be cashed out of money held on behalf of the Parish Council.

9.4 ~~9.8~~—The RFO shall ~~promptly complete~~ensure that any VAT Return that is required ~~is promptly completed~~. Any repayment ~~claim~~claims due in accordance with VAT Act 1994 section 33 shall be made ~~at least annually coinciding with the financial year~~quarterly.

9.5 ~~9.9~~—Where any significant sums of cash are ~~regularly~~ received by the Parish Council, the RFO shall take such steps as are ~~agreed by the Council~~necessary 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.

## ~~10.—~~ **ORDERS FOR WORK, GOODS AND SERVICES**

### ~~10. 10.1~~ An official order **Orders for Works, Goods and Services**

~~9.6~~10.1 A Purchase Order, letter or email shall be issued for all work, goods, and services unless a formal contract is ~~to be~~ prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~10.2—Order books shall be controlled by the RFO.~~

~~10.2 10.3~~ A Parish Councillor may not issue a purchase order or make any contract on behalf of the Parish Council.

10.3 Regard shall be had at all times to obtaining value for money, good quality and reliable workmanship in the provision of goods and services for the Parish Council

~~10.4—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 the Minutes can record the power being used.~~

## ~~11.—~~ **CONTRACTS**

### ~~11. 11.1~~ Contracts

~~9.7~~11.1 Procedures as to contracts are laid down as follows:

~~9.7.1~~11.1.1 (a)—Every contract shall comply with these Financial Regulations, and no exceptions shall be made ~~otherwise~~other than in an emergency as described at Regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items ~~(i)~~1 to ~~(vi)~~5 below.

1. ~~(i) — for~~For the supply of gas, electricity, water, sewerage, and telephone services;
  2. ~~(ii) — for~~For specialist services such as ~~are~~ provided by solicitors, accountants, surveyors, and planning consultants;
  3. ~~(iii) — for~~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;
  4. ~~(iv) — for~~For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Parish Council;
- ~~(v) — for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council);~~
5. ~~(vi) — for~~For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
  6. 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);
- ~~(b) — Where it is intended to enter into a contract exceeding £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.~~

9.7.211.1.2 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Parish Council.

9.7.311.1.3 ~~(d)~~ — Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

9.7.411.1.4 ~~(f)~~ — All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one Parish Councillor. Those present shall sign and date a list of those tenders received.

11.1.7 Routine orders for the supply of goods and maintenance covered by the estimates shall



be placed by the Parish Clerk or appropriate officer, together with orders for urgent repairs to the Parish Councils assets, regarding which he/she shall consult the Chair.

11.1.8 In the case of contracts at an estimated cost of less than £2,000 it shall be in the discretion of the Parish Council whether to obtain competitive quotations in any particular case.

11.1.9 For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.

11.1.10 If less than three tenders are received for contracts above £10,000 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.

11.1.11 The requirements regarding tendering may be waived by the Council, if so resolved in any particular case, the reasons for which shall be stated in the Minutes.

11.1.12 The Parish Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## ~~12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS~~

### ~~12. Payments Under Contracts for Building or Other Construction Works~~

~~9.8~~12.1 Payments on account of the contract sum shall be made by the RFO within the time specified in the contract, upon receipt of authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).

~~9.9~~12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Parish Council.

~~9.10~~12.3 Any variation, addition to, or omission from, a contract must be approved by the RFO to the Contractor in writing, the Parish Council being informed where the final cost is likely to exceed the financial provision.

## ~~13. STORES AND EQUIPMENT.~~

## ~~14. PROPERTIES AND ESTATES~~

### ~~13~~ ~~14.1~~ Assets, Properties and Estates

13.1 The Parish Clerk shall make appropriate arrangements for the custody of all title deeds

of properties owned by the Parish Council and shall ensure a record is maintained of all properties owned by the Parish 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 ~~Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.~~

- 13.2 ~~14.2~~ No property shall be sold, leased or otherwise disposed of without the authority of the Parish Council, together with any other consents ~~required~~ by law, save where the estimated value of any one item of tangible movable property does not exceed £50,100, in which case the RFO may make the decision to dispose.

## ~~15.~~ **INSURANCE**

- ~~13.3~~ ~~15.1~~ 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 reviewed annually.

## **14 Insurance**

- ~~13.3~~ ~~14.1~~ Following an annual risk assessment, the RFO shall ~~affect~~effect all insurances and negotiate all claims on the Parish Council's insurers.

- ~~15.2~~ The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

## ~~15.3~~

- ~~13.4~~ ~~14.2~~ The RFO shall keep a record of all insurances effected by the Parish Council and the property and risks covered thereby and annually review it.

- ~~13.5~~ ~~14.3~~ ~~15.4~~ 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 Parish Council at the next available meeting.

- ~~13.6~~ ~~14.4~~ ~~15.5~~ All appropriate employees and members of the Parish Council shall be included in a suitable ~~fidelity guarantee~~ Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the Parish Council.

## ~~16.~~ **CHARITIES**

## ~~16.1~~

## **15. Risk Management**~~17. RISK MANAGEMENT~~

- 15.1 The ~~Clerk with~~ Parish Council is responsible for putting in place arrangements for the management of risk. Annually, the RFO shall ~~prepare~~ carry out Risk Assessment using a robust, proportionate and appropriate method, across all activities of the Parish Council. The Risk Management Policy shall ~~prepare a draft~~ be reviewed by Risk Management policy for the Parish Council annually. ~~activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.~~

- ~~17.3~~ The shall carry out a Financial Risk Assessment on an annual basis in

~~accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.~~

~~18. REVISION OF FINANCIAL REGULATIONS~~

16. Revision Of Financial Regulations

16.1 It shall be the duty of the Parish Council to review the Financial Regulations of the Parish Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Parish Council of any requirement for a consequential amendment to these Financial Regulations.

Signed: ..... Chair

~~Adopted by the Parish Council on 6 November 2013~~



# **Astley Village Parish Council**

## **Scheme of Delegation**

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees and Sub-committees of the Parish Council to act with delegated authority in the specific circumstances detailed.

## **1. Proper Officer and Responsible Financial Officer – Duties and Powers**

### **1.2 Responsible Financial Officer**

The Parish Clerk shall be the Responsible Financial Officer to the Parish Council and shall be responsible for the Parish Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

## **2. Proper Officer**

2.1 The Parish Clerk shall be the Proper Officer of the Parish Council and as such is specifically authorised to:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Parish Council:

- The day-to-day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Parish Council.
- Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council.
- The Parish Clerk is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.
- The Parish Clerk may incur expenditure on behalf of the Parish 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. The Parish Clerk shall report the action to the Parish Council as soon as practicable thereafter.

## **4.5 Delegated Powers re Planning Delegation**

Planning applications shall be received by the Parish Clerk who will provide details to Parish Councillors. Where time permits, such applications will be included on the Parish Council Summons and considered at the next meeting of

the Parish Council. Where this is not possible and there is a consensus of views between Parish Councillors, the Parish Clerk shall be delegated to inform Chorley Borough Council of the views of the Parish Council.

Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Parish Council from time to time.

### **3. Parish Council**

3.1 The following matters are reserved to the Parish Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Parish Council's consideration.

- Setting the Precept.
- Borrowing money.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking By-laws.
- Making of Orders under any Statutory powers.
- Matters of principle or policy.
- Nomination and appointment of representatives of the Parish Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- Any proposed new undertakings.
- Prosecution or defence in a court of law.
- Nomination or appointment of representatives of the Parish Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee.
- Approving the annual return.
- Confirming eligibility to exercise the General Power of Competence
- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

### **4. Committees and Sub-Committees**

4.5 Standing Committees and Sub-committees but they may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

**4.3 Personnel Committee** shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee will have full powers to act on behalf of the Parish Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff.
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions.
- Advertise for and recruit staff as approved by full Parish council.
- Recommend changes in staffing.
- Ensure all current employment legislation is met.
- To review and maintain all HR policies/documents.
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

#### Membership

In accordance with Standing Order 43, the Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to undertake the annual appraisal of the Parish Clerk and chair and Personnel Appeals Panel.

#### Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

**4.2 Disciplinary/Grievance Panel** will be a meeting of the Personnel Committee, chaired by a member of that Committee not involved in the investigation.

**4.3 Personnel Appeals Panel** is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

Where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee.

**4.4 General Purposes Committee** shall have delegated authority to deal with any matter that is delegated to it by the Parish Council subject to the Parish Council identifying a maximum level of expenditure and there being budget provision within the overall Parish Council Budget. The Parish Council will not delegate any matters are reserved to the Parish Council for decision as set out in Paragraph 3.1 of this Scheme of Delegation.

#### Membership

In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the General Purposes Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

#### Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

**4.5 Parish Development Plan Committee** shall have delegated authority to progress and scheme within the Parish Development Plan which has not been delegated to another Committee and for which there is provision within the overall Parish Council Budget or any matters are reserved to the Parish Council for decision.

#### Membership

In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Parish Development Plan Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.



## Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

### **5 Delegation – Limitations**

- 5.1 Committees and Sub Committees shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Parish Council from time to time.

## **Annex**

### **Procedure Rules to be applied to Committees**

#### Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

#### Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish 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 shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

#### Minutes

The Parish Clerk will issue the agenda to attend all Committee meetings and provide the legal public notice of all meetings. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information.

(Personnel Committee only)

All meetings will be minuted by the Clerk unless the Clerk is the subject of the matter under consideration.

In relation to Grievances and Disciplinary Proceedings, the Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.

The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

#### Quorum

Standing Order 48 states that "except where ordered by the Parish Council in the case of a committee the quorum of a committee or sub-committee shall be one-half of its members" The Parish Council Meeting has determined that a quorum will be reached with a minimum of 3 Councillors.

#### Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

#### Accountability

The Chair will be responsible for reporting recommendations/actions of the Committee to the full Parish Council.

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>5 May 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<b>Purpose of Report</b> To consider any planning issues relevant to the village.						
<b>Key Issues</b> The Parish Council has been consulted on the following planning applications received by Chorley Borough Council: <ul style="list-style-type: none"> <li>• a Single storey side extension 16 Harperley Astley Village Chorley PR7 1XB (Reference: 21/00264/FULHH). The deadline for any representations was 15 April 2021.</li> <li>• a terrace which is 600 mm above the ground level, 2 No wheel chair ramps and associated handrails (retrospective) at 5 Merefield Astley Village Chorley PR7 1UP (Reference:21/00377/FULHH). The deadline for any representations is 11 May 2021.</li> </ul>						
<b>Action required by the Parish Council</b> To note the report and consider whether to comment on the planning application in respect of 5 Merefield Astley Village Chorley PR7 1UP (Reference:21/00377/FULHH).						

- a Single storey side extension 16 Harperley Astley Village Chorley PR7 1XB (Reference: 21/00264/FULHH). The deadline for any representations was 15 April 2021.
- a terrace which is 600 mm above the ground level, 2 No wheel chair ramps and associated handrails (retrospective) at 5 Merefield Astley Village Chorley PR7 1UP (Reference:21/00377/FULHH). The deadline for any representations is 11 May 2021.

**FINANCIAL POSITION - SUMMARY 5 MAY 2021**  
**Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

			£
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
Precepts			20,350.00
Grant			3,877.00
Other			-
Bank Interest			-
Advertisements			-
VAT on Receipts/Recovered			-
Total Receipts			<u>24,227.00</u>
<b>Expenditure Total</b>			<u>2,785.88</u>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2021			73,469.04
Add: total receipts to date		+	24,227.00
Less: total expenditure to date		-	2,785.88
Balance			<u>94,910.16</u>
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	26/04/21	+	1,500.00
Business Premium Account	26/04/21	+	89,165.92
Unify Credit Union deposit	01/04/21		5,358.10
Less unrepresented cheques/ET/SO		-	1,113.86
Plus uncleared credits		+	
			<u>94,910.16</u>
	<b>Unpresented cheques/SO/Payments</b>		
	May/June		1,113.86
			<b><u>1,113.86</u></b>
	<b>Uncleared Incomes</b>		
			<b><u>0.00</u></b>

# AGENDA ITEM 12(ii)

## PAYMENTS TO BE APPROVED – May/June 2021

### ASTLEY VILLAGE PARISH COUNCIL

Financial Year 2021/22 (1 April 2021 to 31 March 2022)

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
15/05/21	Employee 4	Reimbursements (March 2021)	EB	66.52		66.52	01-2	
15/05/21	Employee 4	Reimbursements (April 2021)	EB	33.10		33.10	01-2	
01/05/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00	01-8	
15/05/21	Employee 2	Salary (May 2021)	EB	77.22		77.22	01-6	
15/05/21	Employee 4	Salary (May 2021)	EB	304.50		304.50	01-6	
15/05/21	HMRC	Tax (May 2021)	EB	76.20		76.20	01-6	
01/06/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00	01-8	
15/06/21	Employee 2	Salary (June 2021)	EB	77.22		77.22	01-6	
15/06/21	Employee 4	Salary (June 2021)	EB	304.50		304.50	01-6	
15/06/21	HMRC	Tax (June 2021)	EB	76.20		76.20	01-6	
				<b>1,113.86</b>	<b>16.40</b>	<b>1,097.46</b>		

**BUDGET REPORT – 5 MAY 2021****Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200.00	-		200.00
	01-2	Office/Sundry	1,500.00	177.04		1,322.96
	01-3	Insurance	400.00	-		400.00
	01-4	Auditors/Accounts	300.00	-		300.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	6,000.00	1,373.76		4,626.24
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	123.00		877.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00	-		1,500.00
	02-2	Village Caretaker	1,000.00	-		1,000.00
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	-		1,000.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	New Lighting Scheme for the Christmas Tree	800.00	-		800.00
	03-2	Village Improvements (Renovation of Bus Shelters)	3,000.00	900.00		2,100.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme	250.00	-		250.00
	03-5	Tree Planting	5,000.00	-		5,000.00
	03-6	Wildflower Meadows	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs & Refurbishment of Millennium Notice Board	5,000.00	-		5,000.00
	03-11	Road Safety	-	-		-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		2,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	-		500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	21,746.04	-		21,746.04
Balance Carried Forward from 2020/21	73,469.04					
<b>TOTALS</b>			<b>97,696.04</b>	<b>2,573.80</b>	<b>-</b>	<b>95,122.24</b>
<b>VAT to be Recovered</b>		<b>£212.08</b>				
<b>Total Spend to Date</b>				<b>2,785.88</b>		

14 Sycamore Avenue  
Euxton  
CHORLEY  
Lancs  
PR7 5EG

By Email: [clerk@avpc.org.uk](mailto:clerk@avpc.org.uk)

26 April 2021

Mr Craig Ainsworth  
Parish Clerk & Responsible Financial Officer  
Astley Village Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW

Dear Craig

I have completed the audit for Astley Village Parish Council for the year 1 April 2020 to 31 March 2021 and thank you for providing the information by email. Areas involved in the audit included:

- The system for the approval of expenditure was checked alongside the payments, as detailed in the minutes of meetings, then checked on the bank statements.
- Income was received and accounted for and checked on the bank statements.
- Transfers from bank to bank were checked.
- Bank reconciliations were carried out correctly.
- A good budgetary process was in operation.
- Payments through the bank and reimbursements were documented correctly.

I believe that the control objectives and procedures set up and operated by Astley Village Parish Council are to a standard adequate to meet the needs of the council.

Yours sincerely



Susan Edwards



# Annual Internal Audit Report 2020/21

## ASTLEY VILLAGE PARISH COUNCIL

<https://www.avpc.org.uk>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/04/2021 25/04/2021 18/04/2021

SUSAN EDWARDS

Signature of person who carried out the internal audit

S. Edwards

Date

26/04/2021

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

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



**ASTLEY VILLAGE PARISH COUNCIL**
**Financial Year 2020/21 (1 April 2020 to 31 March 2021)**
**FINANCIAL POSITION - SUMMARY 31 MARCH 2021**
**£**
**Receipts and Expenditure Account**
**Receipts**

Precepts			20,794.00	✓
Grant			3,877.00	✓
Other			-	
Bank Interest - Barclays			32.19	✓
Bank Interest - Unify Credit Union			13.13	✓
Advertisements			-	
VAT on Receipts/Recovered			1,894.25	✓
Total Receipts			26,610.57	✓

**Expenditure Total**
**13,054.09** ✓

**Income & Expenditure Reconciliation**

Balance Brought Forward at 1 April 2020			59,912.56	✓
Add: total receipts to date		+	26,610.57	✓
Less: total expenditure to date		-	13,054.09	✓
Balance			73,469.04	✓

**Bank Reconciliation**

Community Account (chequeing account)	31/03/21	+	1,500.00	✓
Business Premium Account	31/03/21	+	66,610.94	✓
Unify Credit Union deposit	31/03/21		5,358.10	✓
Less unpresented cheques/ET/SO		-	-	
Plus uncleared credits		+		
			73,469.04	✓

Unpresented cheques/SO/Payments

-

Uncleared Incomes

**0.00**

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

\*For any statement to which the response is 'no', an explanation must be published

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

### ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
<b>1.</b> Balances brought forward	53,427	59,912	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	20,689	20,794	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	5,719	5,817	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	5,251	6,277	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	14,627	6,777	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	59,912	73,469	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	59,912	73,469	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	31,377	31,377	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



REQUIRED

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

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Date **26 April 2021**

# Astley Village Parish Council

<b>Title</b>	<b>Improving Signage and the Appearance of the Village</b>					
<b>Report of</b>	<b>Report of the Working Group to consider Signage in the Village.</b>					
<b>Date</b>	<b>5 May 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

## Purpose of Report

To update the Parish Council in relation to the work undertaken by the working group in exploring proposals for:

- The design of the gateway signs
- The renovation of the Chancery Road Bus Shelters.

Due to a number of issues, we are running behind our target to get the two Gateway Signs refurbished, but we have settled on what we propose to include in the refurbishment.

## Key Issues

The Parish Council on 3 March 2021 agreed that the Working Party be requested to advance the proposals in the report and that the Parish Clerk be authorised to approve any works/purchases within the budgets set out in the report and the overall budgets below:

- Gateway Signs - £1,500 (excluding VAT).
- The Renovation of the Chancery Road Bus Shelters – (Power-washing) £1,500 (excluding VAT).

This report provides an update from the Working Group in respect of the Gateway Signs and the Renovation of the Chancery Road Bus Shelters.

## **1. Gateway Signs**

Existing Signs. Our plan has not changed, in that we proposed repainting the existing signs in the same colour as the sign opposite Hallgate, using Highland Green, or similar and using a much lighter white/cream paint for the wording. Unfortunately, the Contractor we selected for the work was the same one that we had accepted to renovate the Bus Shelters and as their pricing was based on them being given the two projects, it is likely that they are now declining. We will check this out formally, before the May meeting.

Our Working Group agreed that we use an updated copy of the Astley Village Map (used for the sign opposite Hallgate and in our Newsletter), for the Euxton Lane end of Chancery Road entrance and an illustration of the renovated Astley Hall illustration for the Westway end of Chancery; our reasoning will be explained at the meeting. We are awaiting artwork for both signs.

Planters. We still propose to have substantial and hardy Planters installed at the front of each Gateway Sign and we are currently reviewing what is on offer from suppliers. The recycled plastic types that we previously ordered for use on Chancery, from Furnitubes, are not now available.

Hanging Baskets. This topic was discussed in detail during our last meeting; we have therefore decided to put this subject on hold, until the above signs refurbishments are completed.

We were hoping to commence all of the above tasks during March/April; we will now re-target May/June for this work.

Hallgate Notice Board. We still intend to go ahead with this project and intend that the repainting will be handled by the Contractor awarded the Gateway Signs. The maintenance of the Notice Board will be carried out by Cllr Fraser, or if he is not available during the coming months, we will obtain new quotes for the work; the repainting can be completed ahead of the maintenance work.

Our expectations are that the above work will still be well within the budget shown in the Village Development Plan, £5,000.

## **1. The Renovation of the Chancery Road Bus Shelters**



Since the last meeting, Under Pressure Cleaning Solutions have power-washed the bus shelters, seats, bins and surrounding paved areas at a cost of £1,080 (excluding VAT) funded by the Parish Council.

Following discussions with Chorley Borough Council regarding phase two of the Project, Chorley Borough Council have agreed to fund the repainting of five shelters if the Parish Council fund the remaining five. Tenders have been invited and the lowest tender was submitted by Autocross Euroshel Ltd. The total cost to the Parish Council would be £2,125.00 (£425 per shelter) excluding VAT.

**Action required by the Parish Council.**

**1. Gateway Signs**

That the update be noted, and the proposals outlined in the report be endorsed.

**2. The Renovation of the Chancery Road Bus Shelters**

- a) The Parish Council approve the repainting of five Shelters along Chancery Road at a total cost of £2,125.00 (£425 per shelter) excluding VAT.
- b) That Autocross Euroshel Ltd be requested to commence work ASAP after Monday 10 May 2021.
- c) That the Parish Council work with Chorley Borough Council to improve the appearance of the Village.
- d) That permanent notices are posted in each of the Bus shelters advising that these renovations had been achieved jointly by the Parish Council.

**3. Programming of the Works**

- a) That the Working Group and the Parish Clerk be authorised to proceed with the above schemes and any associated decisions required subject, to the overall contingency budgets being adhered to.
- b) Consider the need to inform residents of the improvements being made funded by the Parish Council.



# Astley Village Parish Council

## Annual Council Work Programme - Scheduled Items

For consideration by the Full Parish Council (unless otherwise specified)

Item	Meeting	
Review Asset Register - Annually, prior to 31 March each year	January	1
Appoint Internal Auditor - Annually, prior to 31 March each year	January	1
Newsletter Articles planning	January	1
Agree Budget/Precept (before deadline, approx. December or February meetings)	January	1
Best Kept Village Competition - Do we want to enter, what do we enter?	March	2
Village Development Two Year Plan	March	2
Review Policy and Document List	March	2
Review Annual Council Work Programme - Scheduled Items	March	2
Newsletter Articles	March	2
Annual Report (prepared by the Chair/Parish Clerk)	March	2
Internal Audit (after 31 March and before due for submission (dependant bank statements)	May	3
Review Financial Regulations	May	3
Review Insurance (prior to June renewal)	May	3
Approve End of Year figures ((if finalised)	May	3
Approve External Audit and submit Audit by 1 June (or when specified by Ex Auditor each year)	May	3
Elect Chair and Vice Chair & Appoint to Committees/outside bodies	May (Annual)	3
Village Development Two Year Plan	July	4
Neighbourhood Working Project priorities	July	4
Internal Auditor Report	July	4
Christmas Event planning	July	4
Review of Effectiveness of the System of Internal Audit (prior to 31 March each year)	September	5
Review Internal Audit Plan	September	5
Christmas Event planning	September	5
Winter Newsletter planning	September	5
External Auditor Report	September	5
Review Financial Risk Assessment (prior to 31 March each year)	September	5
Christmas Event planning	November	6
Schedule of meetings	November	6
Newsletter Articles	November	6
Personnel Review (by the Personnel Committee prior to precept setting)	Oct/Nov	6