

Notice of a meeting of the

Finance & General Purposes Committee

25th February 2019 at 7:30 pm

All Saints Room, Civic Hall, Didcot



Admission of the public and media

The council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Order 18-20 on a matter before the Committee).

At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements or petitions.

To find out about participation contact the Town Clerk.

Agenda

1. To receive apologies
2. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the minutes of the meeting held on 17th December 2018
4. Questions on the minutes as to the progress of any item
5. To note the financial statements and budgets as at 31st January 2018 **(report and appendices attached)**
6. To consider and agree grant aid application(s) **(report attached)**
7. To note grant aid project report(s) **(report attached)**
8. To note the Internal Audit Action Plan report **(report and appendices attached)**
9. To review and recommend to Council any changes to the Council's Standing Orders **(report and appendices attached)**
10. To review and recommend to Council any changes to the Council's Financial Regulations **(report and appendices attached)**
11. To receive a Risk Management Policy and agree to adopt. **(report and appendices attached)**
12. To review the Risk Register and agree any changes. **(report attached)**
13. To agree the Town Council's Code of Conduct. **(report and appendices attached)**
14. To agree to recommend the draft contract for the public CCTV system to Council **(report and appendices attached)**



Christopher Wayman
Town Clerk
19th February 2019

Voting committee members:

Councillors

Ms J Billington (Chairman)
Dr S Clarke
Mr T Harbour
Mr M Khan

Mr A Dearlove (Vice Chairman)
Mr D Healy
Ms P Siggers

Nominated substitute committee members:

Councillors

Mr A Thompson
Mr J Hart
Mr R Milton-Eldridge
Mr S Connel

Mr N Hards
Mrs D MacDonald
Mr B Cooper

Finance and General Purposes Committee
Monday 26th November 2018 at 8 pm
All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillors:

Ms J Billington (Chairman)
Dr S Clarke
Mr A Dearlove
Mr D Healy

Mr M Khan
Ms P Siggers
Mr A Thompson (substituting)

Officer:

Mr CP Wayman, Town Clerk

7 Members of the public

Public participation

Be Free Young Carers addressed the Committee explaining the issues which affect young carers. The work of the charity was highlighted as was the 30% rise in the number of young carers using their service.

The Chairman and Director of Citizens Advice Oxfordshire South & Vale addressed the committee. They highlighted that there is no funding from the national body and the that the long term agreement with the District Council means a reduction of the grant by 5% year on year. Over 2,500 cases came into the Didcot Advice Centre last year and over $\frac{3}{4}$ of these were resolved.

The Abingdon Bridge Counselling Project addressed the Committee and explained that over the last 2 years that the need for their service has increased dramatically. They work in partnership with Didcot TRAIN and currently 22 people from the town are using their service.

268. Apologies

Cllr Mr T Harbour tendered his apologies, Cllr A Thompson substituting.

269. Declarations of interests

Cllr Dearlove declared an interest in the Be Free Young Carers application.

270. Minutes of the meeting held 22nd October 2018

Proposed by Cllr Dearlove, seconded by Cllr Healy it was

RESOLVED to agree, as a correct record the minutes of the meeting held 22nd October 2018 and to sign them as such.

271. Questions on the minutes as to the progress of any item

None.

272. Grant aid applications

The Committee considered four grant aid application:

Cllr Dearlove left the meeting for discussion of this application

- a) Be Free YC
Application amount £5,500

To provide expert advice, information and emotional support to young carers aged 8 to 24.

Members welcomed the work Be Free YC do, however, there was concern about the organisations finances and that they nearly disbanded earlier in the year.

Proposed by Cllr Thompson, seconded by Cllr Healy it was

RESOLVED unanimously to make a grant award of £5,500 to be paid in instalments over the next 4 months

Cllr Dearlove returned to the meeting

- b) Free Christmas Dinner.
Application amount £500

To provide a free Christmas dinner for people on their own over Christmas

Members were appreciative of the service for people on their own at Christmas

Proposed by Cllr. Dearlove, seconded by Cllr. Healy it was

RESOLVED unanimously to make a grant award of £500

- c) Citizens Advice Service
Application amount £10,000

Towards total cost of running the Didcot Citizens Advice Service
Members welcomed the work of the Citizens Advice Service within the town
Proposed by Cllr. Khan, seconded by Cllr. Dearlove it was

RESOLVED unanimously to make a grant award of £10,000

- d) The Abingdon Bridge Counselling Project
Application amount £4,000

To provide support, advice, counselling to vulnerable people aged 13-25 which now includes Didcot
Members were concerned about the large rise in staffing costs over the last year and that the name of the organisation may not lead itself to Didcot residents using the service.
Proposed by Cllr. Khan, seconded by Cllr. Thompson

RESOLVED unanimously to make a grant award of £2,000

273. Financial statements and budgets as at 31st October 2018

The Committee considered and **NOTED** the financial statements and budgets as at 31st October 2018 along with a bank reconciliation report.

274. Recommendation from the Planning Committee

- RESOLVED** to make a recommendation to the Finance and General Purposes Committee that they consider at their budget setting meeting:
- a. Employing an additional PCSO for a two year period, solely focused on parking enforcement
 - b. Establishing a road safety budget

Members considered the recommendations, however it was felt that because of the elections taking place in May 2019 they could not commit the Council to more than one year in regard to a PCSO contract. The road safety budget was discussed, but with no firm plans and costings it was difficult to agree how much a budget should be for.

Proposed by Cllr. Clarke seconded by Cllr. Billington and

RESOLVED to refer the establishing of a road safety budget back to the Planning Committee

275. PCSO agreement for 2019/20

Members discussed the need to tackle parking matters
Proposed by Cllr. Clarke seconded by Cllr. Billington and

RESOLVED that a 1 year agreement for 50% of the cost of a PCSO be entered into, with a request that the amount of time and action undertaken by the PCSO in relation to parking be provided in the form of a report.

276. IT System

The Committee considered the report.
Proposed by Cllr Dearlove, seconded by Cllr Siggers it was

RESOLVED to enter into an agreement to move the Council to a cloud based system per the report to the committee.

277. Draft Budget for 2019/20

Proposed by Cllr Billington, seconded by Cllr. Thompson and

RESOLVED to accept the draft budget estimates

278. Interim Internal Audit

Members noted the report and asked the Town Clerk to prioritise the Medium Risks and to arrange for an interim internal audit of the Civic Hall. The Town Clerk confirmed that an action plan would be drawn up and available for the next meeting of the Committee.

279. Willowbrook Vacant Space

The Town Clerk gave a verbal update on the matter and was awaiting further information from Didcot TRAIN and was hoping to have a meeting with them in early December.

The meeting closed at 9 pm.

Signed _____ Chairman Date _____

Finance and General Purposes Committee

25th February 2019

Report author: Christopher Wayman



Financial Statements and Budgets

Introduction

1. This report presents a draft summary of the Council's financial activities as at 31st January 2019. The Committee is asked to consider the information.

Recommendation

2. That the Committee considers and notes the financial statements and budgets.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities as at 31st January 2019 - they are:
 - (a) the detailed income and expenditure report by budget heading
 - (b) the detailed balance sheet (excluding stock movement)
 - (c) the cash and investment reconciliation
 - (d) sales ledger aged account balances
 - (e) purchase ledger aged account balances

Delegated authority

4. Under Standing Order 102, the administration of the Finance and General Purposes budget is delegated to this Committee.

Legal and risk Implications

5. The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.

6. The Accounts and Audit Regulations require local councils to ensure that financial management is adequate and effective and have a sound system of internal control.

Christopher Wayman
Town Clerk

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Finance and General Purposes

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101 Central Administration							
1101 Admin Salaries	14,818	127,722	151,000	23,278		23,278	84.6 %
1102 Agency Staffing	0	36,200	41,000	4,800		4,800	88.3 %
1108 Training and Conferences	0	1,308	6,000	4,692		4,692	21.8 %
1109 Staff Travel	103	692	2,000	1,308		1,308	34.6 %
1110 Civic Hall NNDR (2017/18)	6,975	20,928	0	-20,928		-20,928	0.0 %
1111 Rate Admin Offices	660	6,600	6,700	100		100	98.5 %
1112 Utilities Admin Offices	733	7,333	8,800	1,467		1,467	83.3 %
1113 Office Cleaning	0	2,367	2,700	333		333	87.7 %
1121 Telephone/Fax/Internet	0	1,929	3,200	1,271		1,271	60.3 %
1123 Stationery	72	1,530	2,800	1,270		1,270	54.6 %
1124 Subscriptions	1,499	6,043	4,500	-1,543		-1,543	134.3 %
1125 Insurance	0	9,435	9,200	-235		-235	102.6 %
1126 Photocopier	343	1,610	4,000	2,390		2,390	40.3 %
1127 Alarm Maintenance	0	0	500	500		500	0.0 %
1128 Postage-Franking	113	1,718	2,700	982		982	63.6 %
1129 Miscellaneous Admin Costs	0	82	250	168		168	32.8 %
1130 Recruitment Advertising	0	175	900	725		725	19.4 %
1131 Other Advertising	0	295	800	505		505	36.9 %
1132 Outside Service Provider HR/HS	0	3,300	3,500	200		200	94.3 %
1160 IT Maintenance/Website	881	8,910	10,000	1,090		1,090	89.1 %
1171 Contingency	0	415	30,000	29,585		29,585	1.4 %
1197 Office water cooler	9	206	170	-36		-36	120.9 %
Central Administration :- Expenditure	26,206	238,798	290,720	51,922	0	51,922	82.1 %
1182 Civic Hall Insurance Cont	0	2,000	2,000	0			100.0 %
Central Administration :- Income	0	2,000	2,000	0			100.0 %
Net Expenditure over Income	26,206	236,798	288,720	51,922			
102 Civic and Democratic							
1205 Members Training	0	135	800	665		665	16.9 %
1206 Mayors Allowance	0	3,000	3,000	0		0	100.0 %
1207 Room Hire	270	1,580	2,800	1,220		1,220	56.4 %
1209 Mayoral Chain Replacement	0	2,152	3,000	848		848	71.7 %
1235 Civic Functions	260	1,745	2,200	455		455	79.3 %
1268 Election Fund	0	0	5,500	5,500		5,500	0.0 %
Civic and Democratic :- Expenditure	530	8,612	17,300	8,688	0	8,688	49.8 %
Net Expenditure over Income	530	8,612	17,300	8,688			

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	<u>Community Services</u>							
1243	PCSO Funding	4,430	13,290	17,721	4,431		4,431	75.0 %
1271	CCTV Contribution	2,316	6,821	10,530	3,709		3,709	64.8 %
1272	Speed Surveys	0	0	300	300		300	0.0 %
	Community Services :- Expenditure	6,746	20,112	28,551	8,439	0	8,439	70.4 %
	Net Expenditure over Income	6,746	20,112	28,551	8,439			
105	<u>Corporate Management</u>							
1152	Bank Charges	50	317	500	183		183	63.4 %
1155	Internal Audit	0	0	1,800	1,800		1,800	0.0 %
1157	External Audit	0	2,000	3,000	1,000		1,000	66.7 %
1158	Legal & Professional Fees	115	2,609	4,000	1,392		1,392	65.2 %
1159	Accounting Support	449	494	1,500	1,006		1,006	32.9 %
	Corporate Management :- Expenditure	614	5,420	10,800	5,380	0	5,380	50.2 %
	Net Expenditure over Income	614	5,420	10,800	5,380			
108	<u>Community Centre Support</u>							
1764	Civic Hall Revenue Grant	0	37,500	37,500	0		0	100.0 %
	Community Centre Support :- Expenditure	0	37,500	37,500	0	0	0	100.0 %
1769	Willowbrook Contract Income	0	54,296	78,400	-24,104			69.3 %
	Community Centre Support :- Income	0	54,296	78,400	-24,104			69.3 %
	Net Expenditure over Income	0	-16,796	-40,900	-24,104			
109	<u>Capital and Projects</u>							
1940	Building Maintenance Fund	159	7,790	25,000	17,210		17,210	31.2 %
1944	Christmas Lights	1,576	9,989	15,000	5,011		5,011	66.6 %
1947	Office Equipment & Furniture	0	0	1,000	1,000		1,000	0.0 %
1948	PWLB-Repayments	0	61,302	122,604	61,302		61,302	50.0 %
1951	New Website Build & Transfer	0	2,100	2,600	500		500	80.8 %
	Capital and Projects :- Expenditure	1,735	81,180	166,204	85,024	0	85,024	48.8 %
	Net Expenditure over Income	1,735	81,180	166,204	85,024			
120	<u>Other Costs & Income</u>							
1176	Precept	0	980,795	0	980,795			0.0 %
1196	Interest Received	0	3,658	2,000	1,658			182.9 %
	Other Costs & Income :- Income	0	984,453	2,000	982,453			49222.6
	Net Expenditure over Income	0	-984,453	-2,000	982,453			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201 Arts & Grants-Empowered							
2165 Remembrance Parade & Service	0	650	650	0		0	100.0 %
2168 Grant L/Grove C C	0	2,969	3,000	31		31	99.0 %
2187 Summer Fayre	0	0	5,000	5,000		5,000	0.0 %
2188 Civic Hall NNDR	0	43,138	0	-43,138		-43,138	0.0 %
3188 Grant Aid Fund	0	25,172	38,000	12,828		12,828	66.2 %
Arts & Grants-Empowered :- Expenditure	0	71,928	46,650	-25,278	0	-25,278	154.2 %
Net Expenditure over Income	0	71,928	46,650	-25,278			
Finance and General Purposes :- Expenditure	35,831	463,550	597,725	134,175	0	134,175	77.6 %
Income	0	1,040,749	82,400	958,349			1263.0
Net Expenditure over Income	35,831	-577,199	515,325	1,092,523			

Environment

301 External Works-Central Costs							
3101 Salaries - Basic	17,182	159,713	226,000	66,287		66,287	70.7 %
3103 Events Staffing	0	1,357	1,800	443		443	75.4 %
3108 Staff Travel	177	1,628	2,000	372		372	81.4 %
3120 Protective Clothing	0	1,710	3,500	1,790		1,790	48.9 %
3124 Telephone-Works	0	81	250	169		169	32.5 %
3127 Subscriptions	125	215	200	-15		-15	107.5 %
3140 Vehicle Insurance	0	2,852	3,300	448		448	86.4 %
3141 Vehicle Fuel	497	3,525	3,600	75		75	97.9 %
3145 Machinery Costs	-100	5,885	9,500	3,615		3,615	62.0 %
9034 Small Pick-up Lease	547	3,253	4,400	1,147		1,147	73.9 %
9039 Iseki Tractor - HP	0	2,720	5,700	2,980		2,980	47.7 %
9045 Ride on Mower	548	5,518	6,579	1,061		1,061	83.9 %
32504 Nissan Tipper Van Lease	340	3,425	4,080	655		655	83.9 %
External Works-Central Costs :- Expenditure	19,317	191,881	270,909	79,028	0	79,028	70.8 %
Net Expenditure over Income	19,317	191,881	270,909	79,028			
302 Allotments							
3151 Water Charges	344	1,705	350	-1,355		-1,355	487.0 %
3233 Allotment Competition	0	100	250	150		150	40.0 %
3244 Allotment Maintenance	269	3,147	2,000	-1,147		-1,147	157.4 %
3386 Allotment Noticeboards	0	69	0	-69		-69	0.0 %
Allotments :- Expenditure	613	5,021	2,600	-2,421	0	-2,421	193.1 %

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3282	Allotment Rents	0	10,711	10,650	61			100.6 %
	Allotments :- Income	0	10,711	10,650	61			100.6 %
	Net Expenditure over Income	613	-5,690	-8,050	-2,360			
303	Cemetery							
3151	Water Charges	11	171	100	-71		-71	170.5 %
3154	Maintenance	87	919	1,500	581		581	61.3 %
	Cemetery :- Expenditure	97	1,089	1,600	511	0	511	68.1 %
3383	Cemetery Fees	2,866	18,438	20,700	-2,262			89.1 %
	Cemetery :- Income	2,866	18,438	20,700	-2,262			89.1 %
	Net Expenditure over Income	-2,768	-17,349	-19,100	-1,751			
304	Edmonds Park							
3151	Water Charges	17	1,175	300	-875		-875	391.6 %
3152	Electricity	0	1,057	750	-307		-307	141.0 %
3154	Maintenance	19	6,438	8,065	1,627		1,627	79.8 %
3155	Security	0	968	1,115	147		147	86.8 %
3170	Waste Recycling	299	5,319	7,200	1,881		1,881	73.9 %
	Edmonds Park :- Expenditure	336	14,957	17,430	2,473	0	2,473	85.8 %
	Net Expenditure over Income	336	14,957	17,430	2,473			
305	Ladygrove Park							
3154	Maintenance	2,708	21,641	36,000	14,359		14,359	60.1 %
3165	Ladygrove Lakes	69	8,634	11,800	3,166		3,166	73.2 %
	Ladygrove Park :- Expenditure	2,777	30,275	47,800	17,525	0	17,525	63.3 %
3185	Ladygrove Lakes Income	0	0	3,000	-3,000			0.0 %
	Ladygrove Park :- Income	0	0	3,000	-3,000			0.0 %
	Net Expenditure over Income	2,777	30,275	44,800	14,525			
306	Loyd Park							
3151	Water Charges	0	21	100	79		79	20.7 %
3152	Electricity	0	105	150	45		45	70.1 %
	Loyd Park :- Expenditure	0	126	250	124	0	124	50.3 %
	Net Expenditure over Income	0	126	250	124			

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
308 Other Parks & Recreation Areas							
3154 Maintenance	633	4,590	5,000	410		410	91.8 %
3166 Millennium Wood Upkeep	49	152	1,500	1,348		1,348	10.2 %
Other Parks & Recreation Areas :- Expenditure	681	4,742	6,500	1,758	0	1,758	73.0 %
Net Expenditure over Income	681	4,742	6,500	1,758			
309 Play Areas							
3149 Bark Top-up	0	3,000	3,200	200		200	93.8 %
3153 Play Equipment Maintenance	0	1,039	13,000	11,961		11,961	8.0 %
Play Areas :- Expenditure	0	4,039	16,200	12,161	0	12,161	24.9 %
Net Expenditure over Income	0	4,039	16,200	12,161			
310 Environmental Services							
3150 Plants	0	5,623	12,000	6,377		6,377	46.9 %
3156 Seats and Litter Bins	666	1,078	2,000	922		922	53.9 %
3157 Dog Fouling Clean-up Service	284	851	1,200	349		349	70.9 %
3158 Trees	0	1,758	7,500	5,742		5,742	23.4 %
3159 Grass Cutting	0	15,832	22,000	6,168		6,168	72.0 %
3168 Street Furniture Maintenance	0	0	500	500		500	0.0 %
Environmental Services :- Expenditure	950	25,143	45,200	20,057	0	20,057	55.6 %
1183 Bowls Club Rent	0	50	50	0			100.0 %
3180 Sports Hire	0	2,800	3,500	-700			80.0 %
3184 Funfair Hires	0	3,290	2,500	790			131.6 %
3186 Agency Income OCC	0	13,424	13,424	0			100.0 %
Environmental Services :- Income	0	19,564	19,474	90			100.5 %
Net Expenditure over Income	950	5,578	25,726	20,148			
325 Projects							
9033 Ladygrove Lakes Bank Repair	0	0	0	0		0	0.0 %
9051 Memorial WW1 Commemorative	0	0	900	900		900	0.0 %
9058 Building projects fees	1,750	30,018	30,000	-18		-18	100.1 %
9059 Bus shelters	0	0	5,000	5,000		5,000	0.0 %
32588 Edmonds Park Pitch Maintenance	0	4,606	5,000	394		394	92.1 %
32589 Loyd Rec Pitch Maintenance	0	1,952	3,000	1,048		1,048	65.1 %
32590 Smallbones Play Area Refurbish	0	0	27,500	27,500		27,500	0.0 %
32593 CCTV Additional Camera	0	0	13,405	13,405		13,405	0.0 %
32596 Disabled Access Stubbings Land	0	117	1,000	883		883	11.7 %

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
32597 Pavilions Project	0	6,713	10,000	3,288		3,288	67.1 %
32598 Depot Proj Temp Accommodation	0	106	15,000	14,894		14,894	0.7 %
Projects :- Expenditure	1,750	43,511	110,805	67,294	0	67,294	39.3 %
32587 CIL S106 Income	0	26,908	0	26,908			0.0 %
Projects :- Income	0	26,908	0	26,908			
Net Expenditure over Income	1,750	16,604	110,805	94,201			
Environment :- Expenditure	26,521	320,785	519,294	198,509	0	198,509	61.8 %
Income	2,866	75,622	53,824	21,798			140.5 %
Net Expenditure over Income	23,655	245,164	465,470	220,306			

Civic Hall

401 General Administration							
4001 Civic Hall Salaries	94,772	94,772	108,500	13,728		13,728	87.3 %
4012 Water Charges	10,656	10,656	9,600	-1,056		-1,056	111.0 %
4014 Light & Heat	22,017	22,017	28,500	6,483		6,483	77.3 %
4015 Cleaning and Hygiene	11,129	11,593	12,100	507		507	95.8 %
4016 Uniform	0	0	400	400		400	0.0 %
4018 Waste Disposal	2,572	2,108	1,900	-208		-208	110.9 %
4020 Computer Equipment	900	900	1,000	100		100	90.0 %
4022 Telephone	423	423	400	-23		-23	105.7 %
4023 Insurance and Licenses	4,561	4,561	3,500	-1,061		-1,061	130.3 %
4024 Event Costs	4,745	4,745	8,500	3,755		3,755	55.8 %
4027 Advertising/Marketing	1,753	1,753	1,700	-53		-53	103.1 %
4042 Equipment	2,624	3,776	4,000	224		224	94.4 %
4043 Repairs and Maintenance	12,042	8,821	8,200	-621	1,784	-2,405	129.3 %
4044 Maintenance Contracts	10,678	10,678	8,000	-2,678		-2,678	133.5 %
4045 Repair/Upgrade PA System	0	0	300	300		300	0.0 %
4046 IT/Website	1,998	1,969	1,600	-369		-369	123.1 %
4051 Stocktakers Fees	270	270	350	80		80	77.1 %
4052 Accountancy Charges	1,751	1,751	2,000	249		249	87.6 %
4054 NNDR	38,824	38,824	0	-38,824		-38,824	0.0 %
4100 Disallowed VAT	2,473	2,473	1,500	-973		-973	164.9 %
4103 Sundry Expenses	1,552	1,600	3,000	1,400		1,400	53.3 %
4104 Training & Prof Development	1,758	1,758	2,000	242		242	87.9 %
4105 Stationery	696	696	500	-196		-196	139.2 %
General Administration :- Expenditure	228,193	226,143	207,550	-18,593	1,784	-20,377	109.8 %
1000 Main Hall	42,896	42,896	54,000	-11,104			79.4 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	Northbourne Room	18,240	18,240	19,150	-910			95.2 %
1002	Ladygrove Room	27,595	27,595	32,700	-5,105			84.4 %
1003	All Saints Room	15,931	15,931	20,250	-4,319			78.7 %
1004	Park Room	12,744	12,744	9,100	3,644			140.0 %
1005	Weddings	2,063	2,063	5,400	-3,337			38.2 %
1006	Ticket Sales	529	529	0	529			0.0 %
1008	Childrens Parties	1,194	1,194	0	1,194			0.0 %
1009	All Rooms inclusive	6,750	6,750	0	6,750			0.0 %
1010	Miscellaneous Income	7	7	0	7			0.0 %
1020	Other Income	5,993	5,993	500	5,493			1198.7 %
1021	Events Income	459	459	267	192			171.8 %
1177	Contribution to Overhead	7,333	7,333	10,400	-3,067			70.5 %
1178	Advertising/Marketing	40	40	0	40			0.0 %
1179	Public Liability Insurance	42	42	0	42			0.0 %
1180	Grant NNDR	43,138	43,138	0	43,138			0.0 %
1187	Grant Received	37,500	37,500	37,500	0			100.0 %
	General Administration :- Income	222,453	222,453	189,267	33,186			117.5 %
	Net Expenditure over Income	5,740	3,690	18,283	14,593			
402	Bar							
3000	Bar Purchases	10,809	10,809	16,500	5,691		5,691	65.5 %
3010	Bar Wages	1,165	1,165	2,000	835		835	58.3 %
3020	Bar Sundries	0	0	400	400		400	0.0 %
	Bar :- Expenditure	11,975	11,975	18,900	6,925	0	6,925	63.4 %
1050	Bar Sales	23,920	23,920	39,700	-15,780			60.3 %
	Bar :- Income	23,920	23,920	39,700	-15,780			60.3 %
	Net Expenditure over Income	-11,945	-11,945	-20,800	-8,855			
403	Catering							
3100	Catering Costs	7,425	7,425	2,000	-5,425		-5,425	371.3 %
	Catering :- Expenditure	7,425	7,425	2,000	-5,425	0	-5,425	371.3 %
1100	Catering Income - Food	16,326	16,326	6,300	10,026			259.1 %
	Catering :- Income	16,326	16,326	6,300	10,026			259.1 %
	Net Expenditure over Income	-8,901	-8,901	-4,300	4,601			
	Civic Hall :- Expenditure	247,593	245,543	228,450	-17,093	1,784	-18,877	108.3 %
	Income	262,699	262,699	235,267	27,432			111.7 %
	Net Expenditure over Income	-15,106	-17,156	-6,817	10,339			

Earmarked Reserves

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
955 Earmarked Reserves							
90010 Building Repair Fund	0	0	100,000	100,000		100,000	0.0 %
90011 Building Maintenance Fund	0	0	44,380	44,380		44,380	0.0 %
90015 Depot Fund	50,611	97,395	400,000	302,605		302,605	24.3 %
90020 Skatepark Refurbishment	2,960	2,960	17,348	14,388		14,388	17.1 %
90025 Election Fund	0	0	10,000	10,000		10,000	0.0 %
90026 Ladygrove Lakes Staging	0	0	20,000	20,000		20,000	0.0 %
90027 Building Project Fees	0	0	20,060	20,060		20,060	0.0 %
90028 CIL 2018	0	0	5,709	5,709		5,709	0.0 %
90029 GDPR	0	2,540	15,000	12,460		12,460	16.9 %
Earmarked Reserves :- Expenditure	53,571	102,895	632,497	529,602	0	529,602	16.3 %
Net Expenditure over Income	53,571	102,895	632,497	529,602			
Earmarked Reserves :- Expenditure	53,571	102,895	632,497	529,602	0	529,602	16.3 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	53,571	102,895	632,497	529,602			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10 31/01/2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Sales Ledger Debtors	960	0	960
101	Bookings Debtors	22,373	0	22,373
105	Vat Due	16,361	0	16,361
110	Prepayments	600	0	600
112	Deposits	70	0	70
120	Civic Hall Due	53,478	0	53,478
140	Bar Stock	3,751	0	3,751
200	Barclays Current Account	396,851	0	396,851
201	Civic Hall Current Account	72,695	0	72,695
202	CCLA Deposit Fund	1,000,000	0	1,000,000
219	Santander	4	0	4
220	Petty Cash	150	0	150
222	Civic Hall Petty Cash	250	0	250
224	Civic Hall Bar Floats	600	0	600
	Total Current Assets	1,568,143	0	1,568,143
<u>Current Liabilities</u>				
500	Creditors	86,420	0	86,420
501	Civic Hall Creditors	7,030	0	7,030
502	Willowbrook Bond	25,000	0	25,000
503	Allotment Holding Deposit	1,381	0	1,381
505	Didcot Town Council	53,478	0	53,478
510	Accruals	2,750	0	2,750
525	PAYE/NI Due	11,200	0	11,200
526	Superannuation Due	4,822	0	4,822
540	Oxfordshire PTC (NHS)	305	0	305
561	CH Receipts in Advance	44	0	44
565	CH Holding Deposits	3,590	0	3,590
	Total Current Liabilities	196,020	0	196,020
	Net Current Assets	1,372,123	0	1,372,123
	Total Assets less Current Liabilities	1,372,123	0	0
<u>Represented By :-</u>				
301	Current Year Fund	246,296	0	246,296
310	General Reserve	493,330	0	493,330
320	Building Repair Fund	100,000	0	100,000
322	Depot Fund	400,000	0	400,000
323	Skateboard Fund	17,348	0	17,348
325	Building Maintenance Fund	44,380	0	44,380
326	Ladygrove Lakes Staging Fund	20,000	0	20,000
327	Building Projects Fees Fund	20,060	0	20,060
328	CIL 2018	5,709	0	5,709
329	Election Fund	10,000	0	10,000
336	GDPR Fund	15,000	0	15,000
	Total Equity	1,372,123	0	1,372,123

Didcot Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	2,000.00
1	Barclays Business Premium	394,851.35
2	Santander	3.81
4	Civic Hall Current	72,694.82
5	CCLA Public Sector Deposit Fun	1,000,000.00
		1,469,549.98
<u>Other Bank & Cash Balances</u>		
	Petty Cash	150.00
	Civic Hall Petty Cash	250.00
	Civic Hall Bar Floats	600.00
	Cashbook Suspense	0.00
		1,000.00
		1,470,549.98
<u>All Cash & Bank Accounts</u>		
	Barclays Current Account	396,851.35
	Civic Hall Current Account	72,694.82
	CCLA Deposit Fund	1,000,000.00
	Income Cash Book	0.00
	Santander	3.81
	Other Bank & Cash Balances	1,000.00
	Total Bank & Cash Balances	1,470,549.98

Outstanding Balances by Due Date as at : 31/01/2019

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
AAACTION	ACTION4CARERS	50.85	0.00	50.85	0.00	0.00	0.00
AAADMRC	AABINGDON RAILWAY CL	0.52	0.00	0.00	0.00	0.52	0.00
AAADOPTIO	ADOPTION FOCUS	58.30	58.30	0.00	0.00	0.00	0.00
AAAFIN2	AFFINITY TRUST RO	1,378.00	0.00	411.20	0.00	966.80	0.00
AAAFS		205.20	0.00	205.20	0.00	0.00	0.00
AAAHHEAL	HELLO TO HEALTHY	38.00	0.00	38.00	0.00	0.00	0.00
AAAS	ASCOT SPEAKERS	72.00	0.00	0.00	0.00	72.00	0.00
AAASIMPSO	ANTHONY SIMPSON	110.50	0.00	-149.50	0.00	260.00	0.00
AAASS	JENNIE FCATHESTONE	203.95	0.00	0.00	0.00	203.95	0.00
AAASTEEL	ANDREW STEEL	19.80	19.80	0.00	0.00	0.00	0.00
AAAT	MR ALLEN & MISS	52.00	0.00	52.00	0.00	0.00	0.00
AAATV	RICHARD MASON	189.00	0.00	0.00	0.00	189.00	0.00
AABB	ELAINE BYWATERS	120.20	0.00	120.20	0.00	0.00	0.00
AABBCRO	BBC RADIO	76.00	0.00	0.00	0.00	76.00	0.00
AACA	CITIZENS ADVICE	47.40	0.00	47.40	0.00	0.00	0.00
AACANCER		100.80	0.00	0.00	0.00	100.80	0.00
AACEROC	CEROC	890.80	0.00	441.00	449.80	0.00	0.00
AACLINTR	CLINICAL TRANING	189.00	0.00	0.00	0.00	189.00	0.00
AACLINTSLI	CLINT WHITE	1,614.37	0.00	1,594.57	0.00	19.80	0.00
AACROX	CANCER RESEARCH OXON	35.34	0.00	0.00	0.00	35.34	0.00
AAD2G	AMY SULLIMAN	360.74	103.00	103.50	0.00	154.24	0.00
AADAGROU	DIDCOT ACCESS GROUP	38.00	0.00	38.00	0.00	0.00	0.00
AADIDCAS	DIDCOT CASUALS	33.00	0.00	0.00	33.00	0.00	0.00
AADTC	DIDCOT TOWN COUNCIL	358.45	176.00	127.25	55.20	0.00	0.00
AADTWINNINGEOFF	OLDHAM	14.05	0.00	14.05	0.00	0.00	0.00
AADVC	DIDCOT VOLUNTEER CEN	60.48	0.00	60.48	0.00	0.00	0.00
AADW	DIABETES WEIGHTWISE	304.00	0.00	304.00	0.00	0.00	0.00
AAEXCELPR	EXCEL PRACTICE	11.00	0.00	0.00	0.00	11.00	0.00
AAGLFSCH	GLF SCHOOLS	-0.20	0.00	0.00	0.00	-0.20	0.00
AAGPEARCE	GEMMA PEARCE	514.00	514.00	0.00	0.00	0.00	0.00
AAHIGHHERVI	HIGHHERVISIONS	654.00	0.00	654.00	0.00	0.00	0.00
AAHOF	HAND OF FRIENDSHIP	30.00	30.00	0.00	0.00	0.00	0.00
AAHOLLIES	HOLLIE SCOTT	52.00	0.00	52.00	0.00	0.00	0.00
AAHOLLYF	HOLLY FARRELL	70.00	0.00	70.00	0.00	0.00	0.00
AAHPS	HARWELL PHILATELIC S	105.30	0.00	0.00	0.00	105.30	0.00
AAHWO	HEALTHWATCH OXON	140.25	0.00	72.00	0.00	68.25	0.00
AAJC	JOHNSON CHANDY	59.10	0.00	59.10	0.00	0.00	0.00
AAKAA	KING ALFRED ACADEMY	-33.00	0.00	0.00	0.00	-33.00	0.00
AAKING	KING'S CHURCH	19.80	0.00	19.80	0.00	0.00	0.00
AAKR	KAT RYAN	52.00	0.00	52.00	0.00	0.00	0.00
AALABOUR	LABOUR GROUP	49.60	0.00	0.00	49.60	0.00	0.00
AALP	LAURA PEACOCK	869.25	0.00	869.25	0.00	0.00	0.00
AANBS	BLOOD DONORS	468.00	0.00	468.00	0.00	0.00	0.00
AANQUINN	NICOLA QUINN	117.00	0.00	117.00	0.00	0.00	0.00
AANYS	CONFERENCE CONSULTAN	151.68	0.00	151.68	0.00	0.00	0.00
AAOB	VAL KIR	176.00	116.00	-30.00	0.00	90.00	0.00
Sub Total C/Fwd		10,126.53	1,017.10	6,013.03	587.60	2,508.80	0.00

Outstanding Balances by Due Date as at : 31/01/2019

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
	Sub Total B/Fwd	10,126.53	1,017.10	6,013.03	587.60	2,508.80	0.00
AAOCC		367.20	0.00	151.20	0.00	216.00	0.00
AAOCCG	OX CLINICAL GROUP	1,155.18	0.00	0.00	0.00	1,155.18	0.00
AAOCCS&L	OCC SKILLS & LEARN	1,560.00	0.00	422.05	188.00	949.95	0.00
AAOH1	OXFORDSHIRE HEALTH	695.70	0.00	270.90	0.00	424.80	0.00
AAOH5	OXFORD HEALTH	352.70	352.70	0.00	0.00	0.00	0.00
AAOXEYST	EARLY YEARS SEN TEAM	652.80	0.00	652.80	0.00	0.00	0.00
AAPDG	PHEONIX DRAMA GROUP	405.24	0.00	745.20	0.00	-339.96	0.00
AAPDI	PDI	505.15	0.00	0.00	0.00	505.15	0.00
AAQFL	AMANDA FERGUSON	102.96	0.00	102.96	0.00	0.00	0.00
AAQUAKER	QUAKERS	-4.00	0.00	-4.00	0.00	0.00	0.00
AARCC	GARETH LLOYD JONES	58.50	24.00	0.00	0.00	34.50	0.00
AARCOUNCI	RIVERSIDECOUNSELLING	188.00	0.00	0.00	0.00	188.00	0.00
AARSPB	RSPB	160.20	0.00	82.80	0.00	77.40	0.00
AARVS	RVS SELF-DEFENCE	145.00	0.00	0.00	0.00	145.00	0.00
AASHLT	SHARON&LOU	951.60	0.00	0.00	0.00	951.60	0.00
AASLIMWO	SLIM WORLD	104.10	0.00	96.90	0.00	7.20	0.00
AASNEHA	SNEHA ANAND	-0.40	0.00	0.00	0.00	-0.40	0.00
AASODC4	DEMOCRATIC SERVICES	1,762.90	0.00	991.60	102.50	668.80	0.00
AASODC6	SODC	293.00	0.00	293.00	0.00	0.00	0.00
AASODCPL	SODC PLANNING	156.40	0.00	156.40	0.00	0.00	0.00
AASOFEA	SOFEA RICHARD	38.00	0.00	0.00	0.00	38.00	0.00
AASOHA1	SOHA HOUSING LTD	84.00	0.00	0.00	0.00	84.00	0.00
AASOPOXF	SOPHIE WAITE	36.00	0.00	36.00	0.00	0.00	0.00
AASOUTH&	SOUTH AND VALE	3,525.00	0.00	2,076.00	0.00	1,449.00	0.00
AASSC	SILVERSLIPPERCLUB	165.16	0.00	165.16	0.00	0.00	0.00
AASTYLEA		-325.13	0.00	0.00	0.00	-325.13	0.00
AASW1	SLIM WORLD 1	180.00	0.00	0.00	0.00	180.00	0.00
AATVI	THAMES VALLEY INITIA	325.20	0.00	349.20	-24.00	0.00	0.00
AATWG	TWG	31.20	31.20	0.00	0.00	0.00	0.00
AAU3A	ANNE HALES	108.40	108.40	0.00	0.00	0.00	0.00
AAU3AM	SCIENCE MATHS + TECH	36.00	0.00	36.00	0.00	0.00	0.00
AAUCL	ANNA BOGUSH	57.00	0.00	57.00	0.00	0.00	0.00
AAVMORRIS	VICTORIA MORRISON	54.00	0.00	54.00	0.00	0.00	0.00
AAWCIOX	WCI OXFORD	270.00	0.00	270.00	0.00	0.00	0.00
AAWEIGHT	WEIGHTWATCHERS	915.60	0.00	915.60	0.00	0.00	0.00
AAWI	WOMENS INSTITUTE	40.20	40.20	0.00	0.00	0.00	0.00
AAWLT	WHITE LEAF TRAINING	1,038.30	625.50	0.00	412.80	0.00	0.00
AAXW	XUN WANG	72.00	0.00	72.00	0.00	0.00	0.00
COUNCIL	COUNCIL	356.63	356.63	0.00	0.00	0.00	0.00
MM	MUSICAL MOVEMENT	78.00	78.00	0.00	0.00	0.00	0.00
ROTARY DID	BRIAN KEY	56.00	0.00	56.00	0.00	0.00	0.00
SOHA	ANDREA BAIN	56.00	0.00	56.00	0.00	0.00	0.00
	Total Sales Ledger No 1	26,936.32	2,633.73	14,117.80	1,266.90	8,917.89	0.00
	Sub Total C/Fwd	26,936.32	2,633.73	14,117.80	1,266.90	8,917.89	0.00

Outstanding Balances by Due Date as at : 31/01/2019

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
	Sub Total B/Fwd	26,936.32	2,633.73	14,117.80	1,266.90	8,917.89	0.00
TOTAL SALES LEDGER BALANCES		26,936.32	2,633.73	14,117.80	1,266.90	8,917.89	0.00

Outstanding Balances by Due Date as at : 31/01/2019

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
DIDCOTCASJ	DIDCOT CASUALS JUN	960.00	0.00	960.00	0.00	0.00	0.00
Total Sales Ledger No 2		960.00	0.00	960.00	0.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		960.00	0.00	960.00	0.00	0.00	0.00

At : 11:02

Purchase Ledger Aged Account Balances

Outstanding Balances by Due Date as at : 31 JAN 2019

User : SCH

Supplier Code	Supplier Name	Balance	Current	30 Days	60 Days	90 Days	Over 90 Days
B26	BENDCRETE	3,552.00	3,552.00	0.00	0.00	0.00	0.00
B48	BLACHERE	1,891.68	1,891.68	0.00	0.00	0.00	0.00
D03	DIDCOTPLANT	709.56	549.70	0.00	159.86	0.00	0.00
D05	DIDCOT CIVIC HALL	483.88	483.88	0.00	0.00	0.00	0.00
E02	EARTHANCHORS	799.20	799.20	0.00	0.00	0.00	0.00
E19	ESPO	38.38	0.00	38.38	0.00	0.00	0.00
F22	FEDERATION OF BUR	143.20	0.00	143.20	0.00	0.00	0.00
GREENDAY	GREENDAY	138.00	138.00	0.00	0.00	0.00	0.00
HOBBYCRAFT	HOBBYCRAFT	64.35	64.35	0.00	0.00	0.00	0.00
J17	JOHN O'CONNOR	780.00	780.00	0.00	0.00	0.00	0.00
L09	LYRECO	48.22	0.00	48.22	0.00	0.00	0.00
M50	MICROSHADE	148.68	0.00	0.00	148.68	0.00	0.00
PEARTECH	PEARTECH	510.00	0.00	510.00	0.00	0.00	0.00
R03	RBS	478.80	478.80	0.00	0.00	0.00	0.00
R33	RPA	2,100.00	2,100.00	0.00	0.00	0.00	0.00
R37	RAYMOND BROWN	358.80	358.80	0.00	0.00	0.00	0.00
R52	RICOH	411.27	0.00	411.27	0.00	0.00	0.00
S01	SODC	3,119.75	3,119.75	0.00	0.00	0.00	0.00
S07	SAGE	1,798.90	0.00	1,798.90	0.00	0.00	0.00
S106	SPRING DOOR SYSTE	190.80	190.80	0.00	0.00	0.00	0.00
S31	MEARS	2,347.56	2,347.56	0.00	0.00	0.00	0.00
S86	SUN WATER	10.80	10.80	0.00	0.00	0.00	0.00
S96	SHIRE PEST	63.00	63.00	0.00	0.00	0.00	0.00
T01	TRAVISPERKINS	524.32	516.92	7.40	0.00	0.00	0.00
T27	TRIUMPH TECH	398.40	0.00	398.40	0.00	0.00	0.00
THAMESVALL	THAMESVALLEYPOL	4,430.13	4,430.13	0.00	0.00	0.00	0.00
W18	WASTE RECYCLE	158.00	158.00	0.00	0.00	0.00	0.00
W35	WOOLDRIDGE SIMPS	60,733.20	60,733.20	0.00	0.00	0.00	0.00
<i>Sub Total for Bought Ledger 1</i>		86,430.88	82,766.57	3,355.77	308.54	0.00	0.00
CALBER	CALBER	1,117.30	259.20	858.10	0.00	0.00	0.00
CREATIVECA	CREATIVE CRE	798.00	0.00	798.00	0.00	0.00	0.00
DIDCOTOFFI	DIDCOT OFFICE	36.36	0.00	36.36	0.00	0.00	0.00
EATON	EATON ENVIORNMEN	289.50	0.00	289.50	0.00	0.00	0.00
EDWARD	EDWARD BEERS	383.17	383.17	0.00	0.00	0.00	0.00
FIRECO	FIRECO	348.00	0.00	348.00	0.00	0.00	0.00
GECELECTRI	GEC ELECTRICAL	72.00	72.00	0.00	0.00	0.00	0.00
GRUNDON	GRUNDON WASTE	302.98	0.00	302.98	0.00	0.00	0.00
HOBBYCRAFT	HOBBYCRAFT	28.55	28.55	0.00	0.00	0.00	0.00
KIBBLECATE	KIBBLE CATERING	150.00	150.00	0.00	0.00	0.00	0.00
LYRECO	LYRECO	190.43	190.43	0.00	0.00	0.00	0.00
MARKETING	MARKETING ON THE	250.00	250.00	0.00	0.00	0.00	0.00
MICROSHADE	MICROSHADE	297.78	0.00	158.70	0.00	0.00	139.08
NEWSQUEST	NEWSQUEST	355.18	355.18	0.00	0.00	0.00	0.00
NISBETS	NISBETS	132.70	132.70	0.00	0.00	0.00	0.00
OXFORDCITY	SELDAM SUPPLIES	484.02	484.02	0.00	0.00	0.00	0.00
SERIOUSP	SERIOUS GRAPHICS	411.60	411.60	0.00	0.00	0.00	0.00
SILVA	SILVA	50.44	0.00	50.44	0.00	0.00	0.00
TIME2BOUNC	TIME 2 BOUNCE	130.00	0.00	130.00	0.00	0.00	0.00
TMS	TMS LOCAL HANDYM	1,082.00	1,082.00	0.00	0.00	0.00	0.00
TRIUMPH	TRIUMPH	120.00	0.00	120.00	0.00	0.00	0.00
Sub Total C/Fwd		93,460.89	86,565.42	6,447.85	308.54	0.00	139.08

At : 11:02

Purchase Ledger Aged Account Balances

Outstanding Balances by Due Date as at : 31 JAN 2019

User : SCH

<u>Supplier Code</u>	<u>Supplier Name</u>	<u>Balance</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Over 90 Days</u>
	Sub Total B/Fwd	93,460.89	86,565.42	6,447.85	308.54	0.00	139.08
	<i>Sub Total for Civic Hall Creditors</i>	7,030.01	3,798.85	3,092.08	0.00	0.00	139.08
TOTAL PURCHASE LEDGER BALANCES		93,460.89	86,565.42	6,447.85	308.54	0.00	139.08

Finance and General Purposes Committee

25th February 2019

Report author: Chris Wayman



Grant Aid application(s)

Introduction

1. The Committee is asked to consider the grant aid application set out in this report.

Recommendation

2. The Committee should consider the grant aid application and agree an amount to award if the Committee decides to fund the application.

Background

3. Didcot Town Council has a policy of providing grant funding for organisations. The following applications have been received and are summarised below for consideration:

a) Oxfordshire Play Association	
Date received:	December 2018
Amount:	£1000
Application summary:	Family fun day
Previous awards/ applications in the current and the preceding 2 financial years:	£500 January 2018 £500 January 2017
Supporting documentation held in the office:	Application form and supporting information

Financial Implications

4. A total of £12,828 remains within the grant aid budget (201/ 3188) with £3,500 to go to Br Free Young Carers. Which leaves £9,328 for allocation

Legal Implications

5. The Council can give grants to organisations and the Council sets out its rules within its grants policy.

Risk Implications

6. The Council has a grant aid policy with which application(s) should comply.

Christopher Wayman
Town Clerk

Christmas Lunch Report 2018

My Christmas Day lunch for people on their own went very well and according to plan. All the attendees turned up which was a first as there are usually one or two who can't make it on the day due to illness. We had 49 in total and one of my volunteers took a dinner to someone in Harwell who is not able to leave her home. This included volunteers who also of course get to have dinner too after the attendees have been fed

We started at 11am with the attendees arriving from 11.45 onwards and the last one left at around 5pm. After lunch we watched the Queen's Speech then played bingo with prizes. Each one left with a hamper full of goodies and had a fantastic day having had a wonderful Christmas dinner with all the trimmings then biscuits, chocolates and mince pies during the afternoon

I managed to get lifts for all those who needed one which was of course the most difficult part to arrange/organise. My chef needed picking up at 7.30am from Lockinge and one of my attendees now lives in Abingdon so due to him being with me for many years now and having moved from Didcot to East Hendred then Abingdon, I still feel obliged to get him there and back

Once again my thanks to Didcot Town Council for their generous donation to this worth cause

Kindest regards

Anna





Every summer at Didcot Library we look forward to a packed summer schedule with activities, storytimes and crafts to coincide with the Summer Reading Challenge, and 2018 was no exception.

This year the theme was Mischief Makers, and was launched to coincide with the 50th anniversary of the first copy of the Beano. To encourage children to visit the library to sign up for a library plus read 6 books during the summer, we once again held plenty of events during the Summer Holidays.

To be able to hold the number of activities we did, and to call on the help of some local entertainers to stage larger events, we were once again hugely indebted to Didcot Town Council and their kind Grand Aid donations which went towards funding these.

We started off strongly by hosting a magic show which was so popular it took over our entire first floor library space! The Simon Says Magic Show saw some of his very own mischief making puppets and characters performing some magic tricks with the children, and keeping both them and parents equally engrossed! It was very encouraging for me at the start to see practically every child's hand raised when I asked who was taking part in the challenge this year.

We also welcomed back local group Animal Edutainment, who brought along some weird and wonderful creatures that the children were able to interact and hold or stroke, and plenty of them had clearly been reading animal stories long before this event as their knowledge of books that contained the animals they were interacting with was high! Once again, a hugely successful and well attended event.

We were able to organise many events featuring a story followed by theme crafts, with some of the themes including Jokey Journals, Animal Antics, Daredevil Racing and Fiendishly Funny amongst others. We saw plenty of excellent crafts being taken away with vibrant paper planes, mini joke books, puzzle makers and masks aplenty.

We then concluded with a Medal Ceremony day on the last Saturday of the challenge, which saw children coming to the library to collect their certificate and medal for reading all six books, and while they were here taking part in a scavenger hunt around the library – using Dennis the Menace themed clues to look for the lost items from his rucksack and using the items found around the library and the letter attached to make up a mystery code word with a prize for one lucky winner!

Didcot Library always prides itself in the success of the Summer Reading Challenge and the part it plays in promoting reading amongst children in the town and surrounding areas. It cements our strength in providing an important community facility to support parents and schools in supporting literacy and learning, and the continued success of these events during the Reading Challenge is in no small part down to your Grant Aid donations, to which we are most thankful.

I have attached some photographs of the stand out events to show some of the things we were able to host because of the Grant Aid donation from you. We look forward to hopefully once again following this up for the 2019 Summer Reading Challenge next year!

Richard Pratt
Didcot Library Manager





Didcot Volunteer Centre

Mereland Road (AT REAR OF METHODIST CHURCH) Didcot OX11 8RQ

TEL **01235 816709** REG CHARITY NO 800837

December 2018

REPORT TO DIDCOT TOWN COUNCIL FROM DIDCOT VOLUNTEER CENTRE

DVC has employed a Deputy Organiser from 1st July 2018 to work for 208 hours per annum. We are grateful for the £1200 grant from Didcot Town Council to meet the partial salary costs. From July to December 31st we have used £936 to pay for 104 hours work, 6 months' salary. The remaining £264 will pay for 29 hours work, approx. 7 weeks' salary. Didcot Volunteer Centre's unallocated gifts will fund the remaining hours until end of June 2019.

The Deputy Organiser continues in his role as Emergency Contact for all volunteers and has skillfully organised the office rota to ensure the efficiency of DVC and maintain our high completion rate of requests for transport. DVC has benefited greatly because our Deputy Organiser has, in his own free time, also become a valued volunteer driver.

This year he has taken on the added responsibility of contacting all volunteer drivers about relevant traffic and roadworks problems especially important in view of the Headington developments affecting the Churchill, The Nuffield and the John Radcliffe hospitals. Please look at Didcot Volunteer Centre website for details of the Our Didcot episode presented by the Deputy Organiser www.didcotvolunteercentre.org.uk

- DVC has 400+ clients registered to use our services who live in Didcot.
- DVC has 15 Volunteer Drivers and 8 volunteer office staff and one IT volunteer who live in Didcot.
- DVC has organised over 1700 single journeys for our Didcot clients during the last six months.
- All correspondence and other publicity materials sent out by DVC this year has listed Didcot Town Council as a financial supporter.

- Didcot Town Council's logo and support are listed on our website www.didcotvolunteercentre.org.uk/supporters

We appreciate the funding Didcot Town Council has given DVC for the past six years. This has enabled our charity to improve and extend our service to those in real need of personal transport in the local area. Our 500+ clients rely on our service especially since hospital transport has been severely curtailed, taxi fares have increased significantly and local bus services have been reduced dramatically. Those who have no close family and are frail, rely on DVC drivers to accompany them to their hospital appointments and bring them safely back home. Please contact me if you require further information.

Margaret A Abbott
Chairman
Email: abbottus@waitrose.com
Phone: 01235 831147

Report:

The group invested 1/3 of the grant on some much needed event shelters, these are especially useful for running events as well as during camps to allow scouters to enjoy their meals while staying cool / dry



The two event shelters allows us to pitch them either in a tunnel formation (pictured) meaning it fits nicely along our mess tent meaning serving food is so much easier, we could also pitch them side by side creating a large area to work in.

Another large part of the grant was spent on buying shelving units for our storage container. The growth of the group means we have to buy new kits and keeping the kit organised, dry and clean requires loads of shelving. We rent two storage containers on Milton park and the grant allowed us to purchase some metal shelving to safely store our kit



We also spent a large part of the grant to service our group trailer – the trailer is a vital part of our kit and buying 4 new tyres is certainly not cheap but is a necessity to travel safely when transporting our kit from location to location.

The remaining grant funds was spent on items required for setting up the new sections. This includes things like:

- first aid kits,
- locks and lock boxes to keep kit safe,
- food warmers used during camps to keep food warm,
- 2x pop-up banners and one table banner to help promote the group during events and camps to continue our growth
- Additional billy cans to allow all members to opportunity to try-out cooking activities



On behalf of 12th Dicot Scouts I would like to take this opportunity to thank the council for their support of the groups growth project, and that without this support the growth we have seen as a group would not have been possible.

Please let me know if you require any additional information to accompany this report.

Kind regards,
Jaco Mare
Group Scout Leader
Thames Ridge

We prepare young people with skills for life



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Finance and General Purposes Committee

25th February 2019



Report author: Christopher Wayman

Internal Audit Action Plan

Introduction

1. This report asks the Committee to note the progress on recommendations made by the internal auditors (recorded on the Internal Audit Action Plan appendix 1).

Recommendation

2. That the Committee notes the progress made.

Background

3. In May 2017, following a recommendation of the Committee, the Council reviewed the internal control systems. South Oxfordshire District Council was appointed as Internal Auditor for the current financial year.
4. The initial interim report was provided and was noted by Council in November 2018.

Financial Implications

5. None.

Legal and Risk Implications

6. The Accounts and Audit Regulations 2011 require the Council to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.

Christopher Wayman
Town Clerk

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Internal Audit Action Plan

1) Standing Orders

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
Review standing orders and financial regulations to incorporate all statutory requirements per the model standing orders.	Low	Revised Standing Orders are on the agenda for discussion about recommendation to Council	

2) Terms of Reference

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
Document terms of reference for each committee and formally agree each year.	Low	New Terms of Reference have been created for the next Full Council for agreement	

3) Staff Officer Training Log

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
Establish a process to regularly assess officer training needs, and formally document attendance at training in a training log.	Low	Training needs are identified through the appraisal new documents have been created detailing all training staff have had	

4) Contracts Register

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
a) Review the contracts register to ensure all information is completely and accurately recorded (e.g. start dates,	Medium	Updated contracts register. Process is in place.	

contract value). b) Establish a process to ensure that all new contracts are adequately supported, in accordance with the financial regulations.			
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5) Committee Terms of Reference

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
The council should review and agree terms of reference for each committee when appointments are made to those committees.	Low	To be reviewed at next council meeting	

6) Transparency Code

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
Consideration should be given to either continuing to publish information in the data transparency section of the councils' webpage, or updating the page to refer to explain the information is not mandatory.	Low	Extra information has been identified and will be added to the website before the end of March	

7) Financial Procedure Rule 25

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
It is recommended that financial procedure rule 25 is reviewed and clarified as current practice differs in that reports are made to council after payments are made, having been authorised by two councillors prior to payment.	Low	Financial Regulations are on the agenda for review and this has been altered	

8) Risk Management Policy and Procedure

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
An overarching risk management policy should be implemented.	Medium	Risk Management Policy is on Agenda for agreement	

9) Risk Register

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
<p>The council's risk register should be reviewed to:</p> <ul style="list-style-type: none"> a) remove items that do not relate to the council. b) ensure that dates of last reviews are captured and records evidence that reviews are up to date and all risks scoring over 3 are addressed in a timely manner. c) include risks that are strategic, reputational, customer and contractual. For example, failure to meet objectives, clarity of roles in contracts/partnerships, confidence and trust in the council. d) Ensure all aspects of the individual risk areas are fully covered. e) Ensure that there is councillor review of the risk register at least annually. 	Medium	Risk Register has been reviewed and is on the agenda for the meeting	

10) Insurance of assets

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
<p>It is recommended that:</p> <ul style="list-style-type: none"> a) Clarification is sought as to the correct valuation of the Ford Tractor to 	Low	All have been reviewed since the interim internal audit	28/11/18

<p>ensure it is suitably covered.</p> <p>b) The basis for the insurance recharge to the civic halls should be reviewed. Ideally, the civic hall and function rooms should be differentiated from the council offices for insurance if they are operating as a separate entity.</p>			
--	--	--	--

11) Asset Register

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
<p>It is recommended that a review of the asset register is undertaken to:</p> <p>a) cross reference with insurance details to ensure completeness and accuracy, such as descriptions.</p> <p>b) record additional details for assets including</p> <ul style="list-style-type: none"> • A unique asset identifier or the UPRN for land • Model and serial numbers of equipment • Date, value and method of last valuation • Notes for additions, deletions and changes, e.g. minutes agreeing. 	<p>Low</p>	<p>Currently reviewing. Hoping to be finished by the end of March</p>	

12) Contracts of employment

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
<p>A signed contract of employment should be in place for all staff members.</p>	<p>Low</p>	<p>All contracts are now signed.</p>	<p>1/12/18</p>

13)Code of conduct

<u>Recommendation</u>	<u>Risk Level</u>	<u>Action</u>	<u>Progress Date</u>
The code of conduct should be reviewed and wording updated in line with the Nolan principles as set out in the good councillor's guide.	Low	Revised Code of Conduct is on the agenda for the meeting	

Christopher Wayman
Town Clerk

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Finance and General Purposes Committee

25th February 2019



Report author: Christopher Wayman

Standing Orders Review

Introduction

1. This report asks the Committee to review the Standing Orders .

Recommendation

2. That the Committee Recommends any changes in Standing Orders to Full Council.

Background

3. The initial interim internal audit report was provided and was noted by Council in November 2018.
4. This found:
 - 5.1.1 Standing orders are published on the council's website and were last updated and adopted by the council in March 2018. Prior to this, they were last amended in March 2017 and are stated as to be reviewed at least every two years. However, standing orders and financial regulations do not incorporate all the statutory requirements per the National Association of Local Councils (NALC) model standing orders.
5. A draft is included as an appendix to this document which incorporates all of the statutory requirements and the existing Didcot specific orders which have been in the existing standing orders.
6. Standing Order numbers have been changed accordingly.
7. The only other major change is the lack of Scheme of Delegation within the standing orders for the committees. This is due to the following statement within the Internal Auditors Report:
 - 5.1.3 Terms of reference for the six working groups are published on the council's website under the committees and working groups page. However, terms of reference for committees are not published on the website, only the scheme of delegation to committees. It is best practice to have terms of reference for each committee, which are agreed annually.

Financial Implications

8. None.

Legal and Risk Implications

9. There is a requirement to review Standing Orders each year.

10. The following risks were identified in the Internal Audit:

Risk

Standing orders do not comply to statutory requirements published by the NALC, resulting in lack of appropriate guidance to officers and councillors, which may lead to adverse legal implications.

Risk

Lack of formal terms of reference increases the risk that committees do not adequately fulfil their purpose

Christopher Wayman
Town Clerk



Standing Orders

Draft February 2019

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Note: The Standing Orders where the text is in Bold Type may not be suspended (see Standing Order 85)

SECTION 1: MEETINGS OF THE FULL COUNCIL

MEETINGS GENERALLY

1. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
2. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice, this is only applicable for Committee meetings**
4. Meetings of the Council shall be held as decided by Council on the published schedule of meetings.
5. Standing Orders 11111 to 1124 (Admission of the public and press to meetings) shall apply to meetings of the Council.
6. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter in accordance with Standing Order 12728-130.
7. Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted in accordance with the protocol at the

8. APPENDIX: protocol for recording and reporting of proceedings by the media and general public” to these standing orders.
9. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one)**
10. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
11. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

THE ANNUAL MEETING

12. **The Annual Meeting shall, in a year of ordinary elections of councillors to the Council, be held on the Monday next following the fourth day after the ordinary day of elections.**
13. **In any other year shall be held on the second Monday in May. Or if not possible shall be held on or within 14 days following the day on which the councillors elected take office.**
14. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

ORDER OF BUSINESS

15. **At the Annual Council Meeting the first business shall be to confirm the appointment of the Mayor and to elect the Deputy Mayor, the Leader and Deputy Leader of the Council. In the event that during the election year the Mayor Designate should not be re-elected to the Council the appointment of the Mayor shall be made at the first Council Meeting of the newly formed Council.**
16. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
17. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual**

meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

18. Following the elections and appointments at Standing Order 14 above at the annual meeting of the Council, the order of business shall be as follows.
 - a. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - b. To receive apologies.
 - c. To receive any declarations of interest.
 - d. To review the Terms of Reference of any Committee
 - e. To review delegation arrangements
 - f. To receive nominations to existing Committees and to make appointments in accordance with Standing Order 97 and receive nominations of Chairmen and Vice-Chairmen subject to their election at the first meeting of the Committee.
 - g. To appoint any new Committees in accordance with Standing Order 97 and confirm any delegated matters.
 - h. To review and adopt appropriate standing orders and financial regulations.
 - i. To receive nominations and make appointments to working groups and external bodies and organisations.
 - j. To approve and adopt the minutes as a correct.**
 - k. To deal with business expressly required by the statute to be dealt with before any other business.**
 - l. To receive Committee minutes including delegated decisions. Questions to the Chairman may be raised and answered. No debate permitted.
 - m. To consider recommendations of Committee(s) to Council.
 - n. To receive the Mayor's report.
 - o. To dispose of business, if any, remaining from the last meeting.

- p. To receive and agree the schedules of financial payments.
- q. To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.
- r. To consider motions in the order in which they have been notified.
- s. To consider any other matters specified in the summons.
- t. To receive correspondence for information.
- u. To question the Leader of the Council in accordance with Standing Order 53.
- v. To consider confidential and exempt matters.

Council meetings (other than the Annual Meeting)

ORDER OF BUSINESS

- 19. At every meeting other than the Annual Council Meeting the first business shall be to appoint a person to preside if the Town Mayor and the Deputy Mayor may be absent.**
20. After the first business has been completed at meetings other than the Annual Meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:
 - a. To receive apologies.
 - b. To receive any declarations of interests.
 - c. To receive petitions
 - d. To approve and adopt the minutes as a correct record.**
 - e. To deal with business expressly required by the statute to be done before any other business.**
 - f. To receive Committee minutes including delegated decisions. Questions to the Chairman may be raised and answered. No debate permitted.
 - g. To consider recommendations of Committee(s) to Council.
 - h. To receive the Mayor's report.
 - i. To dispose of business, if any, remaining from the last meeting.

- j. To receive and agree the schedules of financial payments.
- k. To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.
- l. To consider motions in the order in which they have been notified.
- m. To consider any other matters specified in the summons.
- n. To receive correspondence for information.
- o. Questions to the Leader of the Council in accordance with Standing Order 53.
- p. To consider confidential and exempt matters.

Extraordinary meetings of the council and committees and sub-committees

- 21. **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- 22. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- 23. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- 24. If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of a committee [or a sub-committee].

Chairman of meetings

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

Quorum of the council

26. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
27. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum, the meeting shall be adjourned and business not considered shall be transacted at the next meeting or on such other day as the Chairman and Leader may agree.

Public participation and petitions

PUBLIC PARTICIPATION

28. Public participation will normally be held immediately before the start of the meeting for a period of no longer than 20 minutes unless the Chairman agrees otherwise.
29. Subject to 309 below, members of the public shall be allowed to address the Council on a matter before the Council, except at the Annual Council Meeting on the following conditions:
 - a. That they make their intention known to the Leader of the Council or the Town Clerk prior to the beginning of the meeting.
 - b. That where a number of people wish to make similar representations they are prepared to select one person from amongst their number to speak for them all.
 - c. That where different people wish to speak on each side of a debate then each side may appoint one member to represent their views.
 - d. That no member of the public may speak for more than five minutes.
 - e. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
30. The procedure for dealing with such a request shall be as follows:
 - a. The Leader of the Council and/ or the Town Clerk shall inform the Chairman prior to the meeting that he or she has received such a request and whether or not he or she wishes to accept it.
 - b. If the Leader accepts the request, the Chairman shall at the start of the meeting propose the adjournment of the meeting for such time as is needed to hear members of the public, but for no more than 20 minutes.
 - c. If the Leader does not accept the request, the Chairman as the first item of business shall call the Leader to propose that the request be rejected and the Council shall decide, whether or not to agree the motion.

- d. If the motion under 29c above is rejected the Chairman shall proceed according to 29b above as if the Leader had accepted the request otherwise he or she shall proceed with the business on the agenda.
- e. After an adjournment accepted under 29b, the Chairman may propose the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.

PETITIONS

- 31. The procedure for dealing with a petition shall be as follows.
- 32. Any person (who is not a member of the Council) may present a petition at a Council meeting provided that:
 - a. the subject matter is relevant to a function of the Council;
 - b. the petition has been signed by a minimum number of 20 persons;
 - c. notice to present a petition is given to the Town Clerk by noon on the day prior to the meeting of the Council;
 - d. the petition is delivered to the Town Clerk on the last working day prior to the meeting.
- 33. When petitions are presented:
 - a. the presenter shall have the right to address Council for not more than five minutes in support of the petition;
 - b. if the petition is directly relevant to an item in the agenda members shall have regard to it when discussing that item;
 - c. if the petition is not relevant to any item in the agenda, it shall be referred to the relevant committee or a future Council meeting.
- 34. Any question as to the relevance of any petition shall be determined by the Chairman without debate other than by challenge as per Standing Orders.
- 35. In cases when the petition is referred to a committee of the council the Town Clerk shall inform the petitioner, within 10 working days of the committee's consideration, what action will be, or has been taken, in respect of the petition.

DISRUPTION BY A MEMBER OF THE PUBLIC

- 36. If a member of the public interrupts the proceedings at any meeting, the Chairman 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.

Election of mayor designate

37. At the monthly Council Meeting prior to the Annual Council Meeting the Mayor designate shall be appointed for the forthcoming year.

Voting

38. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
39. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question or were present but abstained.** Such a request shall be made before moving on to the next item of business on the agenda.
40. **Subject to 40 and 41 below the Mayor 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/she gave an original vote.**
41. **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 Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.**
42. **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

Office holders of the council

43. The office holders of the Council shall be.
 - a. The Mayor, who shall act as Chairman meetings of the Council and carry out civic duties as required.
 - b. The Deputy Mayor, who shall deputise for the Mayor in the Mayor's absence.
 - c. The Leader of the Council.
 - d. The Deputy Leader of the Council, who shall deputise for the Leader in the Leader's absence.

Motions

SUBJECT MATTER OF MOTIONS

44. Every motion shall be relevant to some matter in relation to which the Council has some power or duty or which affects its area.

MOTION PROPOSED WHEN NOTICE IS GIVEN

45. Except as provided by Standing Order 50 , no motion may be proposed unless the proposer has given notice in writing delivered to the Town Clerk at the Council Offices at least five working days before the next meeting of the Council excluding the day of submission and the day of the meeting.
46. The Town Clerk shall date every notice of motion when received, 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.
47. The Town Clerk shall insert in the summons for every meeting all notices of motion 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 or she intends to propose it at some later meeting or that he or she withdraws it.
48. A motion when notice is given shall be proposed as written and seconded before it is debated.
49. If a motion specified in the summons is not proposed, either by the member giving it or by some other member on his or her behalf, it shall, unless postponed by the Council, be treated as withdrawn and shall not be proposed without fresh notice.
50. If the subject matter of a motion comes within the competence of a Committee of the Council, it shall, upon being proposed and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may decide for report; provided that the Mayor, if he or she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was proposed.

MOTIONS WHICH MAY BE PROPOSED WITHOUT NOTICE

51. Motions dealing with the following matters may be proposed without notice:
 - a. To appoint a Chairman of the meeting.
 - b. Relating to the accuracy of 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 member thereof occasioned by an item included in the summons to the meeting.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a motion or an amendment.
- m. To extend the time limit for speeches.
- n. To exclude the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.
- o. That a member named under Standing Order 81 to 84, Disorderly Conduct, be not further heard.
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. That the Council debates immediately a motion brought before it under Standing Orders 44 to 49.
- r. To suspend Standing Orders in accordance with Standing Order 85 to allow an open discussion outside the normal rules of debate.

CLOSURE MOTIONS

52. A member, who shall not have taken part in the debate, may propose without comment at the conclusion of a speech of another member “That the Council proceed to the next business”, “That the question be now put”, “That the debate be now adjourned”, or “That the Council do now adjourn”, on the seconding of which the Chairman shall proceed as follows:
- a. On a motion to proceed to the next business; unless in the Chairman’s opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the proposer of the original motion the right to reply, and then put to the vote the motion to proceed to the next business.
 - b. On a motion that the question be now put; unless in the Chairman’s opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the proposer of the original motion his or her right of reply under Standing Order 75 before putting his or her motion to the vote.

- c. On a motion to adjourn the debate or the meeting; if in the Chairman's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the adjournment motion to the vote without giving the proposer of the original motion his or her right of reply on that occasion.

MOTIONS ON EXPENDITURE

53. If any motion proposed under Standing Orders 44 to 49, would, in the opinion of the Chairman, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any Committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any Committee affected by it and the Finance and General Purposes Committee has reported on the matter.

Questions

54. A member may ask the Leader of the Council any questions concerning the business of the Council. Any such questions shall be put when the item "Questions" on the agenda is reached.
55. A member may ask the Chairman of a Committee any question upon the minutes or report of the Committee then before the Council if the question is put before the Council's consideration of those procedures is finished.
56. Every question shall be put and answered without discussion, and no debate shall be allowed thereon.
57. Where the reply cannot conveniently be given orally under Standing Order 53, it shall be deemed a sufficient reply if given in writing and circulated to members with the minutes of the meeting at which the question was asked.

Minutes

58. The Chairman shall propose that the minutes of the Council be approved as a correct record and seek a seconder.
59. The Chairman shall go through the minutes to allow members to raise any points of accuracy.
60. No motion or discussion shall take place upon the minutes except upon their accuracy.
61. The Chairman shall sign the minutes.
62. The Chairman shall then page through the minutes for questions to the Leader as to the progress of any item.

Proposers and seconders

63. All actions which are to be decided by Council shall be proposed and seconded. The names of both proposer and seconder shall be recorded.
64. Where a motion fails for lack of a proposer or a seconder no record shall be made.

Rules of debate

MOTIONS AND AMENDMENTS

65. A motion or amendment shall be proposed and seconded before it is debated. If the Chairman so requires it shall be put into writing.

SECONDER'S SPEECH

66. A member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of debate.

ONLY ONE MEMBER TO STAND AT A TIME

67. A member when speaking shall stand and address the Chairman. If two or more members rise, the Chairman shall call on one to speak; the other or others shall then sit. While the member is speaking the other member shall remain seated, unless rising to a point of order or in a personal explanation.

CONTENT AND LENGTH OF SPEECHES

68. A member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

WHEN A MEMBER MAY SPEAK AGAIN

69. A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
 - a. To speak once on an amendment proposed by another member.
 - b. If the motion has been amended since he or she last spoke, to propose a further amendment.
 - c. Subject to standing order 74, a councillor may not speak further in respect of any one motion except to speak once on an amendment proposed by another councillor or to make a point of order or to give a personal explanation.
 - d. In exercise of a right of reply given by Standing Order 74.
 - e. On a point of order.

- f. By way of personal explanation.

AMENDMENTS TO MOTIONS

- 70. An amendment shall be relevant to the motion and shall be:
 - a. To refer a subject of debate to a Committee for consideration or reconsideration.
 - b. To leave out words.
 - c. To leave out words and insert or add others.
 - d. To insert or add words.

But such omission, insertion or addition of words shall not have the effect of introducing a substantially new proposal into, or of negating the motion before the Council.

- 71. Only one amendment may be proposed and discussed at a time and no further amendment shall be proposed until the amendment under discussion has been disposed of. Providing that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
- 72. If an amendment be lost, other amendments may be proposed on the original motion. If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be proposed.

ALTERATION OF MOTION

- 73. The proposer of a motion may, with the consent of his or her seconder, and of the Council signified without discussion:
 - a. Alter a motion of which he or she has given notice.
 - or
 - b. Alter a motion, which he or she has proposed.

if (in either case) the alteration is one which could be made as an amendment thereto.

WITHDRAWAL OF MOTION

- 74. 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

speaking upon it after permission has been asked for its withdrawal unless such permission has been refused.

RIGHT TO REPLY

75. The proposer of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the proposer of the original motion shall also have a right to reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The proposer of the amendment shall not have a right of reply to the debate on his or her amendment. A member exercising a right of reply shall not introduce new matter.

MOTIONS WHICH MAY BE PROPOSED DURING DEBATE

76. When a motion is under debate no other motion shall be proposed except the following:
- a. To amend the motion.
 - b. To adjourn the meeting.
 - c. To adjourn the debate.
 - d. To remit a matter to a Committee.
 - e. To proceed to the next business.
 - f. That the question be now put.
 - g. That a member be not further heard.
 - h. By a member under Standing Order 81 to 84, Disorderly Conduct.
 - i. A motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 – to exclude the public.
 - j. That the subject of debate be referred back to a Committee.

POINT OF ORDER

77. A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith.
78. A point of order shall relate only to the alleged breach of a Standing Order or statutory provision and the member shall identify the Standing Order or statutory provision and the way in which he or she considers it has been broken.

79. A personal explanation shall be confined to some material part of a former speech by him or her, which may appear to have been misunderstood in the present debate.
80. The ruling of the Chairman on a point of order and on the admissibility of a personal explanation shall not be open to discussion.

RESPECT FOR THE CHAIRMAN

81. Whenever the Chairman rises during a debate a member then standing shall resume his or her seat and the Council shall be silent.

DISORDERLY CONDUCT

82. **All councillors shall observe the code of conduct adopted by the Council, a copy of which is annexed to these Standing Orders.**
83. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
84. If, in the opinion of the Chairman, a member has broken the provisions of paragraph 8283, the Chairman shall express that opinion to the Council and seek their agreement to adjourn the meeting. Any member may propose that the member named be no longer heard, and the motion, if seconded, shall be put forthwith and without discussion.
85. If the resolution made under Standing Order 83 above is ignored the Chairman of the meeting may take further reasonable steps. A person may be excluded from a meeting if the meeting passes a resolution to exclude the person disrupting the meeting. If the person refuses to leave the Chairman may suspend or adjourn the meeting.

Variation, revocation and suspension of standing orders

86. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
87. A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.
88. 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.

Rescission of previous resolution

89. 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 whereof bears the names of at least five members of the Council, or by a resolution proposed in pursuance of the report or recommendation of a Committee.
90. When a special resolution or any other resolution proposed under the provisions of the preceding paragraph 88 has been disposed of, no similar resolution may be proposed within a further six months.

Voting on appointments

91. 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 are given in favour of one person. Any tie may be settled by the Chairman's casting vote.

Discussions and resolutions affecting employees of the council

92. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Committee has decided whether or not the press and public shall be excluded pursuant to standing order 111112.

SECTION 2: COMMITTEES AND SUB-COMMITTEES

93. The agenda for Committee meetings shall be sent to all Council members, such members of the press who request notification of meetings, and advertised on public notice boards or otherwise in such a way as to draw it to the attention of the public, in accordance with Standing Order 111 although failure to comply with this Standing Order shall not invalidate the proceedings of the Committee.
94. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
95. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

Standing orders of Council that apply to committees and sub-committees

96. Where a Standing Order relating to the function of Council applies to a committee or sub-committee the following definitions exist:
 - a. references to the Council mean the Committee or sub-committee;

- b. references to the Leader of the Council or the Mayor shall mean the person chairing the Committee.
97. The following Standing Orders shall apply to committees and sub-committees.
- a. Standing Order 6 (Code of conduct).
 - b. Standing Order 14 (Chairman of meetings).
 - c. Standing Orders 22 and 23 (Extraordinary meetings of the council and committees and sub-committees)
 - d. Standing Orders 27 to 29 (Public participation)
 - e. Standing Orders 50 to 52 (Motions which may be proposed without notice, closure motions and motions on expenditure)
 - f. Standing Orders 57 to 61 (Minutes).
 - g. Standing Orders 64 to 84 (Rules of debate) with the exception of Standing Order 66 (Only one member to stand at a time) Standing Order 68 (When a member may speak again).
 - h. Standing Orders 111 to 114 (Admission of the public and press to meetings).

Membership of Committees

98. The Council may, at its annual meeting, appoint members to standing Committees and may at any other time appoint such other Committees as may be necessary, and:
- a. shall determine their terms of reference.
 - b. may permit Committees to determine the dates of their meetings
 - c. shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting.
 - d. may appoint substitute councillors to a Committee whose role is to replace ordinary councillors at a meeting of a Committee if ordinary councillors of the Committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend.

- e. an ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with Standing Order 97(d) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
- f. may in accordance with standing orders, dissolve a Committee at any time.
- g. Shall, as far as practicable and without reference to Standing Order 101 appoint members to Standing Committees in proportion to the number of Councillors in each group to which they affiliate in relation to the total number of seats on standing Committees. Single members shall be similarly appointed.

Quorum of committees

- 99. Except where ordered by the Council in the case of a Committee or by the appropriate Committee in the case of the Sub-Committee, the quorum of a Committee or Sub-Committee shall be one-half of its voting members.
- 100. Examples of a half of the members of a Committee are: a half of seven is four, and a half of five is three.
- 101. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum, Standing Order 26 shall apply.

Ex officio members of committees

- 102. The Leader of the Council or deputy shall be an ex officio member with voting rights on all Standing Committees.

Election of committee chairman

- 103. Every Committee shall at its first meeting before proceeding to any other business elect a Chairman, and may elect a Vice-Chairman, who shall hold office until the next Annual Meeting of the Council.

Voting in committees

- 104. Members of Committees and Sub-Committees shall vote by show of hands.
- 105. In case of an equality of votes the Chairman of a Committee or of a Sub-Committee shall have a second or casting vote.**

Presence of non-members of committees at committee meetings

- 106. A member who has proposed a motion, which has been referred to any Committee, of which he or she is not a member, may attend to explain his or her motion to the Committee but shall not vote thereon.

107. Any Council member shall be entitled to be present as a spectator at the meeting of any Committee or Sub-Committee of which he or she is not a member even if members of the public have been excluded by means of a resolution under Standing Order 111.

108. A Councillor may address a Committee.

Special meetings of committees

109. The Chairman of a Committee may summon a special meeting of that Committee at any time. A special 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 the meeting.

110. Examples of a quarter of the members of a Committee are: a quarter of seven is two, and a quarter of five is two.

Co-option to committees

111. The Chairman of a Committee or Sub-Committee with the agreement of its members, may invite any person, whose special knowledge might aid the Committee in making its decisions to attend its meetings and to take part in its discussion, but that person shall not have voting rights.

SECTION 3: ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

112. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

113. In accordance with standing order 111 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

114. Subject to standing order 112, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

115. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

SECTION 4: PROPER OFFICER

116. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

117. The Council's Proper Officer shall do the following:

a. Sign and serve on councillors a summons by email confirming the time, date, venue and the agenda of the Council, committee or sub-committee meeting at least three working days before the meeting. Such email will contain the electronic signature of the Proper officer (Local Government Communications (England) order 2015)

and

b. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of the Council or committee meeting unless the councillor has requested delivery of the summons only in accordance with Standing Order 116a.

c. Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a sub- Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

d. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 116a above.

e. Make available for inspection the minutes of meetings including facilitating inspection of the minute book by local government electors;

f. Receive copies of byelaws made by other local authorities.

g. Receive and retain declarations of acceptance of office from councillors.

h. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

- i. Keep proper records required before and after meetings.
- j. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- l. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- m. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

SECTION 5: DELEGATION OF URGENT AND ROUTINE MATTERS

118. There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council on a matter, which in his or her opinion does not admit of delay. This delegated authority shall only be exercised in consultation with the Leader or Deputy Leader or Chairman of the Finance and General Purposes Committee.
119. There shall be delegated to the Town Clerk and Technical Manager the authority to act in respect of any function of a Committee or Sub-Committee, which in his or her opinion either does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chairman or Vice-Chairman of the Committee or Sub-Committee within whose terms of reference the particular function lies.
120. Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the Committee or Sub-Committee within whose terms of reference the particular function lies or to Council.
121. The Town Clerk shall notify the Leaders of other groups and non-group members of any action taken under this Standing Order.
122. The delegations in the standing orders in *SECTION 5: DELEGATION OF URGENT AND ROUTINE MATTERS* are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub-Committee or an officer.

SECTION 6: CONFIDENTIAL BUSINESS

123. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.

124. A councillor in breach of the provisions of standing order 122 above may be removed from a Committee or a sub-Committee by a resolution of the Council.

SECTION 7: GENERAL POWER OF COMPETENCE

125. **Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
126. **The Council's period of eligibility begins on the date that the resolution under Standing Order 124 was made and expires on the day of the annual meeting of the Council that takes place in a year of ordinary elections.**
127. **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the General Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 125.**

SECTION 8: CODE OF CONDUCT

128. **All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
129. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
130. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
131. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
132. **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**

- 133.** A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- 134.** A dispensation request shall confirm:
- a. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - c. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and an explanation as to why the dispensation is sought.
- 135. A dispensation may be granted in accordance with standing order 142 if having regard to all relevant circumstances any of the following apply :**
- a. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - b. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - c. **it is otherwise appropriate to grant a dispensation.**
- 136. Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

SECTION 9: EXPENDITURE AND FINANCIAL REGULATIONS

137. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 138. The Council's financial regulations shall be reviewed once a year.**
- 139. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, sub-Committee or to an employee.**

SECTION 10: SEALING OF DOCUMENTS

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

141. In accordance with a resolution made under the preceding standing order, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

SECTION 11: STANDING ORDERS TO BE GIVEN TO MEMBERS

142. A copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office and written undertaking to observe the Code of Conduct adopted by the Council.

SECTION 12: PAYMENTS OF ACCOUNTS

143. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

144. The Responsible Financial Officer shall supply to each councillor as soon as practicable a statement summarising the Council's receipts and payments. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st March shall be presented to each councillor before the end of the following month of June. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June.

SECTION 13: PROPOSED CONTRACTS

145. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £24,999 shall be procured on the basis of a formal tender as summarised in financial regulations.

146. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 156 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

147. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
148. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Canvassing of and recommendations by members

149. Canvassing of members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known this sub-paragraph of this Standing Order to every candidate.
150. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment
151. Standing Orders 148149 to 149 shall apply to tenders as if the person making the tender were a candidate for an appointment.

SECTION 14: INSPECTION OF DOCUMENTS

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

SECTION 15: UNAUTHORISED ACTIVITIES

153. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a Committee or a sub-Committee:

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

SECTION 16: MANAGEMENT OF INFORMATION

- 154. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data**
- 155. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- 156. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 157. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

SECTION 17: RESPONSIBILITIES TO PROVIDE INFORMATION

- 158. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- 159. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

SECTION 18: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- 160. The Council may appoint a Data Protection Officer.**
- 161. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- 162. The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 163. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 164. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 165. The Council shall maintain a written record of its processing activities.**

Review summary

- Amended by Council 10th November 2014, minute 281 refers.
- Amended by Council 6th March 2017
- Amended by Council 5th March 2018, minute 426 refers

To be reviewed at least every year.

Editing

Last saved by: Christopher Wayman

Save date: 19/02/2019 15:19

Print date: 19/02/19

APPENDIX: protocol for recording and reporting of proceedings by the media and general public

Purpose of protocol

1. The purpose of this protocol is to provide guidance for members of the press, or public, on the taking of photographs and/ or the audio / visual recording of any council meeting which is held in public.

Prior to the meeting – requirements of the public

2. Members of the public wishing to record the meeting should contact the Town Clerk before the meeting so that the necessary facilities are in place.
3. Members of the public or the media should make the clerk to the meeting aware of the intention to audio or video-record the meeting. Contact details are published on the agenda for the meeting.
4. The request should include the following information:
 - a) which meeting the request refers to;
 - b) the name, organisation (if applicable) and contact details of the person making the request;
 - c) what equipment is intended for use (to determine what facilities might be required);
 - d) what the photographs, or audio / visual recording will be used for and / or where the information is to be published (this is helpful for the Chairman to be able to inform the public).
5. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

Use of social media

6. There are no restrictions on anyone at a council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

Limitations

7. Although there is a statutory right to photograph and record council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Prior to the meeting – officers' actions

8. Notices will be displayed in the room advising the public that meetings can be recorded legally.

During the meeting – the Chairman

9. The Chairman of the meeting will advise the public that the meeting is being recorded by way of photography and /or audio or visual recording.
10. The Council may, on occasion, audio record meetings for minuting purposes only. The relevant Chairman will make an announcement to this effect.
11. A request to record a meeting shall only be refused if the Chairman of the meeting believes recording would disrupt the meeting.
12. If the use of social media, audio or video-recording is disruptive the Chairman may be ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

During the meeting – requirements of the public

13. Any member of the public who does not wish to be photographed, filmed or recorded should inform the Clerk in attendance at the meeting or the Chairman of the meeting when notice is given that a request to photograph / record has been received.
14. Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following:
 - a) any photography or audio / visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to reduce disruption to the proceedings;
 - b) use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Chairman;
 - c) if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop;
 - d) if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography;
 - e) if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;
 - f) any request made by the Chairman regarding respecting the public's right to privacy is complied with;

- g) people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the council, or the person recording, if they object.
- h) use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image;
- i) photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Finance and General Purposes Committee

25th February 2019

Report author: Christopher Wayman



Financial Regulations Review

Introduction

1. This report asks the Committee to recommend to Council to review the Financial Regulations.

Recommendation

2. That the Committee Recommends any changes to Council.

Background

3. The initial interim internal audit report was provided and was noted by Council in November 2018.
4. Within the Report there is a requirement to review the Financial Regulations, specifically point 25
5. Financial regulation item 25 states a schedule of payments required is to be a part of the agenda for the council and presented for authorisation. The existing process does not present payments due ahead of them being paid on an agenda to council, however there is sign off by two councillors as per the payment of accounts rules.
6. Therefore the wording has been reviewed to indicate that Councillors receive the schedule after payment to monitor.

Financial Implications

7. There are large financial implications should the financial regulations not comply with law or are not followed.

Legal and Risk Implications

8. The Town Council is required to review its Financial Regulations every year
9. The Internal Audit Report identified the following risk

If current practices differ to financial regulations then the council may not be seen to be following agreed procedures

Christopher Wayman
Town Clerk

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Financial Regulations

February 2019



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GENERAL

1. These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
2. The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk. The Council shall review at least once a year the effectiveness of its systems of internal controls.
3. The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.
4. The RFO shall be responsible for the production of financial management information.

ANNUAL ESTIMATES

5. Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year or such other time as the Council may specify from time to time.
6. Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
7. The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
8. The annual budgets shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL

9. Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
10. No expenditure may be incurred that will exceed the amount provided in the revenue budget, the RFO may, with the agreement of Council or committee, vire between heads.
11. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
12. The Town 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, subject to a limit of £5000. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
13. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

14. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
15. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

ACCOUNTING AND AUDIT

16. All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations and any subsequent amendments thereto.
17. The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
18. 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) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations and any subsequent amendments thereto, or set by the Auditor.
19. The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
20. The Internal Auditor shall carry out the work required by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
21. 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 and any subsequent amendments thereto.
22. The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers as legally required by the Audit and Accounts Regulations and any subsequent amendments thereto.
23. The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

BANKING ARRANGEMENTS AND CHEQUES

24. The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
25. A schedule of the payments which have been paid, shall form part of the Agenda for the Meeting shall be prepared by the RFO and be presented to Council. For members to note and to monitor.
26. Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 27 or in accordance with paragraph 39 shall be signed by two members of Council.

PAYMENT OF ACCOUNTS

27. All payments shall be effected by cheque, BACS, internet banking or other means of payment drawn on the Council's bankers provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, retained, and any payments are reported to Council as made.
28. All invoices for payment shall be examined, verified and certified by the Town Clerk or other responsible officer. The Town Clerk or other responsible officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
29. The Finance Officer under the supervision of the RFO shall examine invoices in relation to arithmetical accuracy and shall analyse them to the appropriate expenditure heading. The Town Clerk shall take all steps to settle all invoices submitted in a timely way.
30. Where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, the Town Clerk may (notwithstanding paragraph 38) take all steps necessary to settle invoices.
31. Where the Council's finance and banking arrangements require use of a personal identification number (PIN), other password(s) or equipment, for access to the council's records on that computer, the RFO shall be responsible for ensuring that appropriate security arrangements are made.
32. No employee shall disclose any PIN, password, or make available any equipment, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the RFO.
33. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
34. The council shall ensure an adequate level of computer security which may include anti-virus, anti-spyware and firewall, and software with automatic updates.
35. Where internet banking arrangements are made with any bank, the RFO and/or The Finance Officer shall be appointed as the Service Administrator(s). The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions from those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the

Service Administrator alone, or by the Service Administrator with a stated number of approvals.

36. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work.
37. Changes to account details for suppliers, regardless of the means by which they are paid, may only be changed on verification that they have changed. This will generally involve making verbal contact with the supplier on the last known telephone number to verify that a change has occurred. Where a period of six months or more has elapsed since the last payment to a supplier, the Finance Officer will make the same checks if banking details do not appear on the invoice. A record of the telephone discussion will be noted on the invoice, signed by the Finance Officer and countersigned by the RFO.
38. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - (a) The Finance Officer under the supervision of the RFO shall maintain a petty cash float of £150 to pay minor expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under paragraph 27 above.

PAYMENT OF SALARIES

39. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
40. 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.

LOANS AND INVESTMENTS

41. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
42. The Council's Investment Policy shall be reviewed on a regular basis (at least annually).
43. All investments of money under the control of the Council shall be in the name of the Council.

44. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
45. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

INCOME

46. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
47. 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.
48. The Council will review all fees and charges annually, following a report from Committee and the responsible officer.
49. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
50. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
51. The origin of each receipt shall be entered on the paying-in slip.
52. Personal cheques shall not be cashed out of money held on behalf of the Council.
53. The RFO shall promptly complete any VAT Return that is required.
54. Where cash is received by the Council, the RFO shall take steps in accordance with the Council's Cash Handling Procedure.

ORDERS FOR WORK, GOODS AND SERVICES

55. Official orders shall be issued for all work, goods or services to be supplied to the Council, unless a formal contract is to be prepared or an official order would be inappropriate.
56. Official orders shall be by methods approved by the RFO and are to be signed only by officers authorised by the Town Clerk who shall be responsible for official orders issued.
57. The exception to the two preceding paragraph in this section is for supplies of public utility services, for periodical payments such as rent or rates, for petty cash purchases, or other such exceptions as the RFO may from time to time approve and is further set out in paragraph 61 in Contracts and Tenders.
58. A copy of each order shall be supplied to the Finance Officer.
59. Official orders shall be controlled by the Finance Officer.
60. All members and officers are responsible for obtaining best value and 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 and are subjected to terms of the Council's financial regulations on Contracts at paragraph 61 of these regulations.

CONTRACTS AND TENDERS

61. Procedures as to contracts are as follows:

- a) Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exceptions shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these standing orders shall not apply to contracts which relate to items (i) to (v) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services.
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - (iii) 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.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

- b) Where it is intended to enter into a contract.
 - (i) for expenditure of £5,500 or less in value the Town Clerk or for Environment Committee expenditure, The Outdoor Services Manager, shall have executive power.
 - (ii) exceeding £5,500 but not exceeding £24,999 in value for the supply of goods or materials or for the execution of works, quotations in writing from at least three firms shall be obtained by Officers under the direction of the Town Clerk or Outdoor Services Manager as appropriate, unless the service/goods is available from one specialist supplier only or for the reasons set out in paragraph 61 above. Such firms shall be selected in accordance with standing orders.
 - (iii) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ("the Regulations"), which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹:
 - (iv) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

¹The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- (v) Subject to paragraph 61a) where a contract does not fall within the scope of the Public Contracts Regulations 2015 for expenditure exceeding £25,000, a minimum of three tenders shall be invited from the appropriate approved list of contractors, under the direction of the Town Clerk or Outdoor Services Manager as appropriate. If three offers are not received the Officers may repeat the request to other suitable approved firms.
 - (vi) a check is to be made whether the European Union Public Sector Procurement Rules apply and appropriate advice sought.
-
- c) 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 Finance & General Purposes Committee.
 - d) Notice of a contract exceeding £25,000 shall state the general nature of the intended contract and the last date by which those tenders should reach the Town Clerk in the ordinary course of post. Tenders received after that date shall not be accepted or considered and the tender will be returned directly to the tenderer.
 - e) Tenders shall only be accepted if returned with no additional information added by the tenderer.
 - f) All sealed tenders shall be opened at the same time on the prescribed date subject to paragraph (g) below.
 - g) Tenders shall remain sealed until opened by the Town Clerk or Outdoor Services Manager as appropriate in the presence of another Officer or a Member or in Committee on the date specified pursuant to paragraph (d) above and shall be reported to the appropriate Committee or Sub-Committee.
 - h) All tenders received, including any returned, shall be recorded. A register of all contracts awarded shall be kept and maintained by the Outdoor Services Manager. This register shall be open to inspection by any member of the Council.
 - i) Neither the Council nor any Committee, or Sub-Committee is bound to accept the lowest tender or any tender, quote or estimate; however satisfactory justification shall be required and recorded in the minutes.
 - j) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
 - k) A notice issued under the regulations shall contain a statement of the effect of the following.
 - (i) If a supplier/tenderer of any goods/services is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A person who fails so to do shall be disqualified for such contract and, if engaged, the contract may be withdrawn without further notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.

- (ii) Canvassing of members or of any Committee, directly or indirectly, for any work/service under the Council shall disqualify the supplier/tenderer. The Town Clerk or Outdoor Services Manager as appropriate shall inform every supplier/tenderer of this paragraph.
- (iii) A member of the Council shall not solicit for any person any work under the Council or recommend any person for such work; but, nevertheless, a member may give a written testimonial of a supplier's ability, experience or character for submission to the Council.

62. Tenders for the purchase of land, surplus equipment, etc., from the Council will be dealt with in accordance with the general interpretation of the regulations unless otherwise decided by the Council.

PAYMENT UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

STORES AND EQUIPMENT

66. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
67. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
68. Stocks shall be kept at the minimum levels consistent with operational requirements.
69. The officer in charge of each section shall be responsible for periodic checks of stocks and stores.

PROPERTIES AND ESTATES

70. The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations and any subsequent amendments thereto.
71. No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100.

INSURANCE

72. Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Town Clerk.
73. The Town 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.
74. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
75. 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 Council at the next available meeting.
76. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

RISK MANAGEMENT

77. The Town Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.
78. When considering any new activity the Town Clerk and RFO shall prepare a draft Risk Management policy for the 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.
79. The Council shall carry out a Risk Assessment review on an annual basis in accordance with the Accounts and Audit Regulations and any subsequent amendments thereto. The Council minutes shall record the review.

REVIEW OF FINANCIAL REGULATIONS

80. Financial Regulations shall be reviewed on an annual basis.

Review record

Reviewed and updated 25th February 2019

Reviewed and updated 5th September 2016, minute 136

Financial Regulation 48 Updated April 2014 with RPI increase.

Adopted by the Council 10th June 2013, minute 76 refers

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Finance and General Purposes Committee

25th February 2019

Report author: Christopher Wayman



Risk Management Policy

Introduction

1. This report asks the committee to agree a Risk Management Policy.

Recommendation

2. That the Committee agrees the Risk Management Policy appended.

Background

3. The initial interim internal audit report was provided and was noted by Council in November 2018.
4. One of the tasks was:

Best Practice

An overarching risk management policy and procedure is in place setting out the council's approach to risk management.

Findings

Item 77 of the council's financial regulations refer to a risk management policy. However, there is no overarching policy or strategy setting out the council's approach to risk management.

5. The attached Risk Management Policy has been drawn up based on the procedures which are currently in place.

Financial Implications

6. None for drawing up and adopting the policy. However, a lack of policy and not looking strongly at risk is a large problem which could result in a large financial implication.

Legal and Risk Implications

7. The Internal Audit report highlighted:

If a risk management policy is not in place, then the councils approach to managing risk is not formally documented and agreed. This could result in an incorrect treatment of the risks to which the council is exposed that could result in an adverse impact to the council's reputation.

Christopher Wayman
Town Clerk

Risk Management Policy

25th February 2019

Report author: Christopher Wayman



1. General Statement

Risk management is an essential part of effective corporate governance. Therefore, the Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts & Audit Regulations 2015.

“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”.

2. Definition

Risk is the chance or possibility of loss, damage, injury or failure to achieve the Council's policies and objectives caused by an action or event for which the Council may be unprepared. Risk management will involve a process of identifying those risks which could either threaten the Council financially or its well being, and wherever possible to mitigate those risks to the lowest possible level.

3. Aim

This procedure outlines the Council's risk assessment process to ensure the health and safety of persons affected by the Council's activities which complies with all relevant legal requirements.

4. Legal Requirements

Didcot Town Council will conform with all legal requirements relating to risk, and in particular:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

5. Policy Statement

Didcot Town Council has acknowledged through its Financial Regulations that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise any impact which could present itself.

The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focussed approach to managing any risks.

The Council will expect all Members and employees at all levels to understand the nature of any risks and accept responsibility for risks associated within their area of authority, as follows:

Councillors	To oversee effective management of risk by council staff
Senior Officers	To ensure that the Council manage risk effectively through the development of a comprehensive risk management strategy
Employees	To manage risk effectively within their jobs

6. Objectives

The Town Council will:

- a) Ensure that Risk Management forms an integral part of the Council's procedures.
- b) Manage any risk in accordance with best practice.
- c) Anticipate and respond to changing social, environmental and legislative requirements.
- d) Identify risks and the impact of those risks when adopting policies and making operational decisions.
- e) Positively and actively promote an awareness of risk management for all council services.

7. Implementation

The Town Council will:

- a) Establish clear roles, responsibilities and reporting lines within the Council
- b) Inform relevant Committees of the Council, where applicable, of potential risks identified
- c) Provide training of staff in risk management procedures
- d) Carry out risk assessments in all areas of the council's activities
- e) Continue to monitor procedures and assessments periodically.
- f) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community

8. Risk Assessments

Risk assessments will be carried out for all significant projects, functions and services.

Risks will be determined according to the impact of the risk on the project, function or service and the likelihood of it occurring. From the risk assessments an Action Plan will be produced if required. Where relevant, the Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service.

Every report (requiring action) prepared for consideration by elected members will contain a paragraph entitled Legal and Risk Implications, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

9. Level of Risk

Impact will be viewed in terms of the consequences of the identified risk on the Impact on the Council, (i.e. the extent to which it may cause failure or unavailability). Impact will be classified using the following criteria:

- High (3) e.g. serious disruption to the process
- Medium (2) e.g. disruption to the process
- Low (1) e.g. some minor impact to the process

An assessment of the likelihood of the identified risk occurring within a relevant timeframe will be carried out using the following classification:

- High (3)
- Medium (2)
- Low (1)

Based on the above, each level of impact will be multiplied against each level of likelihood, providing a rating.

Likelihood/Impact	High	Medium	Low
High	9	6	3
Medium	6	4	2
Low	3	2	1

10. Prioritisation of Risk

Using the table and the results of the risk ratings, all the identified risks will be categorised into three levels. This will enable attention to be focused on the highest priority area.

High (9) Risks requiring immediate response, active monitoring and management

Medium (4-6) Risks requiring management and monitoring

Low (1-3) Risks which do not require specific management attention but may be monitored, as appropriate

Finance and General Purposes Committee

25th February 2019

Report author: Christopher Wayman



Risk Register

Introduction

1. This report asks the Committee to review the Risk Register (appendix 1).

Recommendation

2. That the Committee reviews and offers any changes to the Risk Register.

Background

3. The initial interim internal audit report was provided and was noted by Council in November 2018.
4. It identified the Risk Register as needing an overhaul:

Best Practice

The council's risk register is regularly reviewed by officers and councillors, covers all risks and assessments/reviews are dated and evidenced.

Findings

The council uses the Local Council Risk System (LCRS) software to record risks. This includes default items that were shipped with the system hence risks not relevant to the council are included in listings.

From review of the records listed for 2017/2018, it is not clear whether the stated review timings are adhered to and there is no date of when each risk was last reviewed. Risks with a score above 3 are flagged in the LCRS system for action but there is no evidence that these have been addressed or when.

There do not appear to be any risks recorded which are strategic, reputational, customer or contractual.

Some of the areas listed would benefit from review to strengthen them. For example, 'council property and documents' only refers to liability cover, loss of assets and damage to civic regalia. There is nothing listed regarding documents, such as the duty to disclose documents and to adopt publication scheme. Furthermore, data protection is listed with one low risk regarding registration under the Act.

Whilst an action plan was reviewed in February 2017 by the Finance and General Purposes Committee this does not evidence review by councillors of the risk register itself. The practitioners guide in governance and accountability for smaller authorities in England recommends review by councillors no less than annually.

5. The register has been reviewed and the areas identified added and assessed and can be accessed by visiting <https://www.didcot.gov.uk/uploads/draft-risk-register.xls>

Financial Implications

6. None for undertaking the risk register itself. However, by not fully taking into account the risks associated with the tasks of the Council it could have large financial impacts.

Legal and Risk Implications

7. The Risk Register should be reviewed annually as good practice.
8. The Internal Audit identified:

If the risk register does not cover all risks then the council may not be taking all required actions to mitigate the risk it is exposed to which could leave the council vulnerable in key areas.

Christopher Wayman
Town Clerk

Finance and General Purposes Committee

25th February 2019



Report author: Christopher Wayman

Code of Conduct Report

Introduction

1. This report asks the Committee to agree a new Code of Conduct for the Town Council.

Recommendation

2. That the Code of Conduct, attached, is agreed.

Background

3. An initial interim Internal Audit report was provided and was noted by Council in November 2018.
4. Within it was the following recommendation:

The current code of conduct could be enhanced with wording from the seven Nolan principles as set out in the good councillor's guide. This includes reference to transparency and challenging poor behaviour.

5. The attached Code of Conduct is the NALC template code.

Financial Implications

6. None.

Legal and Risk Implications

7. The Internal Auditor identified the risk as:

If the council does not have an adopted code of conduct for council employees then it may not be evidencing the expectation of the highest standards of conduct for those who work for [sic in?]local government

Christopher Wayman
Town Clerk

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Code of Conduct



Report author: Christopher Wayman

Introduction

Pursuant to section 27 of the Localism Act 2011, Didcot Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.

2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities	<p>Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where—</p> <p>(a) that body (to the member’s knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;

any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Finance and General Purposes Committee

25th February 2019



Report author: Christopher Wayman

CCTV Contract

Introduction

1. This report asks the Committee to recommend to Council that new contract for the public CCTV be agreed.

Recommendation

2. That the contract is recommended for agreement subject to the alteration that in the summary under 2 that both SODC and the Town Council are required to agree a continuance (as confirmed later in the document).

Background

3. In accordance with Financial Regulation 61 a) iv) that this contract is an extension of an existing contract
4. The existing contract has been rolled over on a yearly basis since 2015.
5. The attached is the draft contract sent over from SODC and is based on the original contract agreed between SODC and Didcot Town Council.
6. The contract is for a 5 year period with a mutually agreed 2 year extension.
7. Didcot Town Council contributes one third of the cost of the CCTV system which is in operation in the Town.

Financial Implications

8. The cost per year of the contract depends on the RPI cost going forward. It should not exceed £11,078 for the first year of the contract. RPI over the last 5 years has had a low of 0.9% and a high of 4.1%
9. Using these figures as a low and high and including the 2 year extension the costs of the whole contract is likely to be between £79,675 and £87,760

Legal and Risk Implications

10. The Town Council has previously decided to provide via SODC CCTV in certain areas of the town. If it wished to no longer provide this then it would be the best time to decide that with smallest legal and risk implications.
11. If it is decided to progress the contract then it would become legally binding and the Town Council (and SODC) would have to abide by the contract.

Christopher Wayman
Town Clerk

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Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;

“EIR” means the Environmental Information Regulations 2004 (as amended or superseded from time to time) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such Regulations;

“FOIA” means the Freedom of Information Act 2000 (as amended or superseded from time to time) and any subordinate legislation made under that Act, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to that Act;

“Information” has the meaning given under section 84 of the FOIA;

“RPI” Means the index of retail prices (all items) contained in the monthly digest of statistics published by the Office for National Statistics or any other retail price index which may from time to time supersede it. Any increase in RPI will be on the basis of the annual percentage increase in the index in September for the twelve-month period up to 31st August in the previous year

“Term” means the term of the Contract as set out in clause 2;

2. Commencement and Term

This Agreement shall commence on 1 April 2019 and shall continue in force for a period of five years with at the District Council’s discretion an option to extend for a further two years.

3. Monitoring

The District Council will work with Thames Valley Police and the Vale of White Horse District Council to secure the most cost-effective monitoring arrangements for the CCTV Scheme.

4. Town Council's Contribution

4.1 In consideration of the District Council's obligations in clause 3 above and subject to the provisions of sub-clause 4.2 below, the Town Council shall contribute one third of the Annual Revenue Operating Costs (as set out under clause 7 below) of operating the CCTV Scheme in the Town Council's administrative area from the commencement date for the term of the contract.

4.2 The Town Council's obligation under clause 4.1 above is to contribute one third of the actual certified Annual Revenue Operating Costs up to a maximum of £11,078 in the first year of this Agreement. Thereafter each year the Town Council shall continue to contribute one third of the actual certified Annual Revenue Operating Costs up to a maximum of £11,078 (such figure to be subject to annual RPI increases) PROVIDED THAT if the actual certified Annual Revenue Operating Costs in any year (including the first year) of this Agreement exceed £33,234 (such figure to be subject to annual RPI increases) then the authorised representatives of the District Council and the Town Council shall meet in good faith and in a spirit of partnership to review the Town Council's contribution to the Annual Revenue Operating Costs.

4.3 The principles that the parties will take into account when reviewing the Town Council's contribution shall include but shall not be limited to principles of equity and fairness, the relative benefits to the parties of the continued operation of the CCTV Scheme in the Town Council's administrative area, the relative financial resources available to the parties and the desirability of the continued operation of the CCTV Scheme in the Town Council's administrative area.

4.4 If the parties cannot reach agreement within a reasonable time of first meeting then the dispute escalation procedure set out at clause 14 below shall be followed PROVIDED THAT the dispute need not be referred to arbitration and the District Council shall be at liberty to review the operation of the CCTV Scheme generally or specifically in relation to the whole or part of the Town Council's administrative area. For the avoidance of any doubt the District Council may at its discretion, which it shall exercise reasonably and with regard to the principles set out above, decide to provide a varied or reduced level of operation of the CCTV Scheme generally or specifically in relation to the whole or part of the Town Council's administrative area.

5. Estimated Revenue Costs

The estimated Annual Revenue Operating Costs of operating the CCTV Scheme in the Town Council's area shall be certified in writing by the District Council to the Town Council prior to or at the beginning of each calendar year, the first calendar year commencing on the date agreed under clause 4 above.

6. Payment Arrangements

The Town Council shall pay to the District Council one quarter of the estimated sum by quarterly payments in arrears. Payment will be made as agreed between the parties.

7. Reconciliation Account

As soon as reasonably practicable following the end of each calendar year the District Council shall certify in writing to the Town Council the actual Annual Revenue Operating Costs of operating the CCTV Scheme in the Town Council's administrative area for that calendar year. If the certified actual annual expenditure is greater or less than the certified estimated annual expenditure then the District Council shall reimburse the Town Council any excess sum paid or invoice the Town Council for any extra sum due as appropriate. In the case of an invoice for any extra sum due the Town Council shall pay the extra sum due within 30 days of receipt of an invoice from the District Council. Any disputes between the parties regarding certified sums shall be resolved pursuant to the dispute resolution procedure at clause 16 below.

8. Maintenance Repair and Monitoring

The District Council shall remain responsible under this Agreement for the maintenance and repair of the CCTV and for the monitoring arrangements.

9. Freedom of Information

9.1 The parties acknowledge and accept that in order to comply with the FOIA and the EIR, both may be obliged, on request, to provide or consider the provision of information to third parties where that information constitutes or may constitute Confidential Information. are subject to the provisions requirements of this Condition 9 (Freedom of Information), the parties shall both assist and co-operate (at their own expense) to facilitate the compliance with the FOIA and the EIR in that regard

9.2 Without prejudice to the generality of its obligations under Condition 9.1 above, the parties shall:

9.3 transfer any Request for Information that either party receive to each other as soon as practicable after receipt and in any event within two (2) FOI Working Days of receiving that Request for Information; and

9.4 provide to either party a copy of all Information in its possession or power that both parties reasonably consider is relevant to the Request, as soon as practicable and in any event within five (5) FOI Working Days of the request for the Information (and any follow-up Information required by either party thereafter within two (2) FOI Working Days of either parties follow-up request).

9.5 subject to each party complying with its obligations under this Condition 9 (Freedom of Information), the parties shall not be liable for any loss, damage, harm or other detriment suffered by them, arising from the disclosure of any Information (whether or not such Information is Confidential Information) falling within the scope of the FOIA or EIR.

9.6 both parties shall ensure that the terms of which it enters into replicate the provisions of this Condition 9 (Freedom of Information), such that both parties have the same rights under this Condition 9 (Freedom of Information).

9.7 For the avoidance of doubt, the provisions of this Condition 9 (Freedom of Information) shall survive termination or expiry of this Contract and continue in full force and with full effect without limit in point of time.

10.Data Protection Legislation

10.1 To the extent they apply to the District Council's monitoring activities pursuant to the Contract. The District Council shall (and shall ensure that its Staff shall) comply with any notification requirements under the Data Protection Legislation and both Parties will duly observe all their obligations under the Data Protection Legislation arising in connection with this Agreement. The District Council and the Town Council acknowledge, insofar as the Data Protection Legislation applies, for the purposes of the Data Protection Legislation, the District Council is the Data Controller and the Data Processor, and the Town Council is the Data Processor.

10.2 Notwithstanding the general obligation in clause 10.1 above, and insofar as the Data Protection Legislation applies; where the District Council is processing Personal Data for the Town Council, the District Council shall ensure it does not knowingly or negligently do or omit to do anything which places the Town Council in breach of its obligations under the Data Protection Legislation and shall;

- (a) Process that Personal Data only on written instructions;
- (b) Keep the Personal Data confidential;
- (c) Comply with reasonable instructions with respect to processing Personal Data and the District Council's Data protection policy;
- (d) not transfer any Personal Data outside of the European Economic Area without written consent;
- (e) assist in responding to any data subject access request and to ensure compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, privacy impact assessments and consultations with supervisory authorities or regulators;
- (f) Notify the Town Council without undue delay on becoming aware of a Personal Data breach or communication which relates to either the District Council or the Town Council's compliance with the Data Protection Legislation;
- (g) At the written request, delete or return Personal Data and any copies thereof to the Town Council on termination of this agreement unless required by the Data Protection Legislation to store the Personal Data.
- (h) Maintain complete and accurate records and information to demonstrate compliance with this clause and allow for audits by the Town Council's designated auditor.

- 10.2.1 ensure that it has in place appropriate technical and organisational measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Data Protection Legislation; appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures. Such measures may include, where appropriate:
- (a) pseudonymising and encrypting Personal Data;
 - (b) ensuring confidentiality, integrity, availability and resilience of its systems and services;
 - (c) ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident;
 - (d) regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it.
- 10.2.2 provide the Town Council with such information as the Town Council may reasonably require to satisfy itself that the District Council is complying with its obligations under the Data Protection Legislation; and;
- 10.2.3 both the District Council and the Town Council do not agree to appointing any third party processor of Personal Data under this agreement;
- 10.2.4 to the extent the Data Protection Legislation applies to the District Council's activities pursuant to this Agreement the District Council shall have personal liability for and shall indemnify the Town Council for any loss, liability, costs (including legal costs), damages, or expenses resulting from any breach of the Data Protection Legislation, and shall maintain in force full and comprehensive insurance policies to cover such liability.

11. Properly Authorised

The Town Council confirms that it is properly authorised and has resolved in accordance with any requisite internal rules and procedures to enter into this Agreement. For the avoidance of doubt and so far as the law permits the Town Council agrees that any failure by it to follow its internal rules and procedures will not invalidate this Agreement which shall remain in full force and effect throughout the Term.

12 Variation

No deletion, addition, modification or variation to this Agreement shall be valid unless agreed in writing between the parties.

13. Review

The parties shall meet as often as required to review the operation of the CCTV Scheme and any other matters pertaining to this Agreement.

14. Termination

If at any time the operation of the CCTV Scheme ceases or is declared unlawful or becomes otherwise incapable of continuing under the terms of this Agreement then the parties shall meet as soon as reasonably practicable to review the operation of this Agreement and that review may include a review of the payment and contribution arrangements. If either party wishes to terminate the agreement, written notice must be given 12 months prior to the cessation of the contribution arrangements.

15. Extension

Either party may by the service on the other party, of at least six months written notice served prior to the expiry of the Original Term, extend this Contract for a period of two calendar years from the date of the expiry of the Original Term.

16. Dispute Resolution

16.1 If any dispute arises between the parties in any way relating to this Agreement then the authorised representatives of the parties, being the District Council's Head of Service responsible for Community Safety or his/her nominee and the Town Clerk of the Town Council or his nominee shall meet as soon as possible in good faith effort in a spirit of partnership to resolve the dispute. If the authorised officers cannot reach agreement within 10 working days of first meeting then the dispute shall be referred to the District Council's Chief Executive.

16.2 If the parties still cannot agree within a further 5 working days then the matter shall be referred to arbitration under the Arbitration Act 1996 to a person agreed in writing between the parties or failing agreement to a person to be nominated on application by either party by the President for the time being of the Law Society. The arbitrator's award shall be binding upon the parties in the absence of manifest error and the arbitrator's costs shall be met in such proportions as the Arbitrator shall direct.

17. No Partnership or Agency

17.1. Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party except as expressly agreed in writing between the parties.

17.2. Each party confirms it is acting on its own behalf and not for the benefit of any other party.

18. Paragraph Headings

The paragraph headings are for reference only and shall not affect the validity or construction of the Agreement.

19. Law

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English Courts.

20. Costs

The parties shall bear their own costs and expenses in connection with this Agreement.

21. Contracts (Rights of Third Parties) Act 1999

No person who is not a party to this Agreement shall have any rights or obligations under it.

EXECUTED as a DEED by SOUTH OXFORDSHIRE DISTRICT COUNCIL

The Common Seal of
SOUTH OXFORDSHIRE DISTRICT COUNCIL
is hereunto affixed under the authentication of:

The Officer appointed for this purpose

Signature:
Print Name:
Position:

The Common Seal of
DIDCOT TOWN COUNCIL
Was hereunto affixed in the presence of:

Signature:
Print Name:
Position:

Signature:
Print Name:
Position: