

# Newick Parish Council

**To: All Members of the Parish Council**

You are summoned to attend the Annual Meeting of Newick Parish Council at Newick Community Centre, The Green, Newick on **Monday 11th May 2026 at 7.00 p.m.**

6<sup>th</sup> May 2026

Emma Reece, Clerk to Council

Members of the public are invited to attend and there is a 15-minute opportunity for them to ask questions or make statements with priority being given to items that are on the agenda (maximum 3 minutes for each person).

Please note that an audio recording will be made of this meeting

## Agenda

1. Election of Chairman and declaration of acceptance of office
2. Election of Vice Chairman and declaration of acceptance of office
3. Apologies for Absence
4. Co-option of up to one applicant to fill Parish Council vacancies and delivery of acceptance of office forms
5. Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct. Members are reminded to update their register of interest forms with any changes
6. Exclusion of the Press & Public - To agree any items to be dealt with after the press and public have been excluded (Public Bodies Admission to Meetings Act 1960 S1 (2))
7. Questions or Statements by Members of the Public
8. Approval of draft minutes of the Parish Council meeting held 13<sup>th</sup> April 2026
9. Clerk's Report – To note report from Clerk
10. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman
11. Appointment of Committees (inc appointment of Chair for F&GP and Planning), Working Groups, Representatives to External Organisations and responsibility for dealing with consultations
12. Approval of dates, times and venue of meetings of the full Council, the Annual Parish Meeting and Committees
13. Review and adoption of Standing Orders and Financial Regulations
14. To review Code of Conduct

**15. Review of press and media policy**

**16. Planning**

**16.1 Applications**

<b>LW/26/0112</b>	<b>23 Western Road Newick East Sussex BN8 4LE</b> Installation of greenhouse onto existing patio of rear garden
<b>LW/26/0117</b>	<b>Land Adjacent To Honeysuckle Cottage Station Road North Chailey</b> Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping, and associated infrastructure
<b>LW/26/0120</b>	<b>15 Holly Lane Newick East Sussex BN8 4FX</b> S73a retrospective application for garden outbuilding
<b>LW/26/0121</b>	<b>20 Leveller Road Newick East Sussex BN8 4PL</b> Replacement and extension of existing fence adjacent to footpath till south east corner of the house
<b>LW/26/0134</b>	<b>89 Allington Road Newick East Sussex BN8 4ND</b> Variation of Condition 1 (Plans) in relation to approval LW/23/0716 to amend the dwelling design, materials, fenestration and elevational treatment
<b>LW/26/0147</b>	<b>Quineys Cornwell's Bank Newick East Sussex BN8 4SD</b> Hip to gable roof extension with loft conversion into habitable space, alterations to fenestration to existing detached house, conversion of the existing shed into garage and additional accommodation
<b>LW/26/0153 and 0154</b>	<b>The Bull Inn 24 The Green Newick East Sussex BN8 4LA</b> Display of 3 no. illuminated signs and 2 no. non-illuminated signs

**16.2 Approvals, refusals and trees** including result of Allington Road appeal (original case number LW/24/0217)

**16.3 To consider response to appeal** APP/P1425/6008050 for detached dwelling with associated parking provision 99 Allington Road, Newick, East Sussex, BN8 4NH (deadline 28<sup>th</sup> May)

**17. Financial Matters:**

**17.1** To authorise Schedule of Payments for May 2026

**17.2** To receive statement of performance against budget as at end April 2026

**17.3** Contingent Liability – members to advise Clerk of any contingent liability of which they are aware

**17.4** To review risk management scheme and register

**17.5** To review Scheme of Delegation under section 101 of Local Government Act 1972

**17.6** To consider quotations received (if received)

**17.7** To consider grant applications received (S. 137 LGA 1972)

**18. To note Village Hall annual report for 2025**

**19. To discuss concerns over Newick Hill/High Street junction**

**20. Newick Sports Pavilion**

**21. Permissions and consultations;**

**20.1** To consider request from Newick Cricket Club's groundsman regarding storage of roller

**22. Items for next agenda**

**Newick Parish Council**  
**STANDING ORDERS**  
**2026**  
**(ENGLAND)**

**National Association of Local Councils (NALC)**

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## 1. **RULES OF DEBATE AT MEETINGS**

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

immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. **MEETINGS GENERALLY**

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

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

directed by the chair of the meeting.

- f Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- g In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- i **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- j **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- m **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **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.**
- o **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the*

*election of the Chair of the Council at the annual meeting of the Council.*

- p **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 their vote for or against that question.**
  
- q The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
  
- r **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 their**
  - **right to participate and vote on that matter.**
  
- s **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- t **If a meeting is or becomes inquorate no business shall be transacted**
  - and the meeting shall be closed. The business on the agenda for the meeting
  - shall be adjourned to another meeting.
- u A meeting shall not exceed a period of 2.5 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

**give a casting vote in the case of an equality of votes.**

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

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

7. **PREVIOUS RESOLUTIONS**

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

8. **VOTING ON APPOINTMENTS**

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

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

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

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i to correct an inaccuracy in the draft minutes of a meeting;

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

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b Unless they have 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. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have 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. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal 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 them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic

form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

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

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the full Council.
- b. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **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.**
- d **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.**
- e **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



## NEWICK PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 13<sup>th</sup> May 2026.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.3. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**

## **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit

them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.3. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.4. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.5. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

#### 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.6 For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 2 fixed-price quotes;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.7 where the value is between £500 and £5,000 excluding VAT, the Clerk shall try to obtain 2 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.8 For smaller purchases under £500, the clerk shall seek to achieve value for money.

**5.9 Contracts must not be split to avoid compliance with these rules.**

5.10 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.11 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.12 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £3,000 excluding VAT.
- The Council for items £3,000 or over.

Such authorisation must be supported by a minute in the case of council decisions or other auditable evidence trail.

5.13 No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.14 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council.

5.15 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.16 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## **6 Banking and payments**

6.4 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust and Barclays with savings held at Cambridge & Counties (with long term investment at CCLA).

6.5 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. For Unity Trust authorisation there must be dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's Unity Trust bank account. The Clerk holds a debit card for the Barclays Bank Account. This account is topped up to a balance of £500 each month and is used for petty cash purposes and where items ordered by the Council require immediate payment.

6.6 The Clerk shall have delegated authority to authorise payments {only} in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.7 Fund transfers within the councils banking arrangements shall be reported to the Council by the Clerk.

6.8 The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within the minutes of that meeting.

## **7 Electronic payments**

7.1 Where internet banking arrangements are made with any bank Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify up to four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2 All authorised signatories shall have access to view the council's bank accounts online.

7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4 With the approval of the council in each case, regular payments (such as gas, electricity, rent, telephone, broadband, water, National Non-Domestic Rates, refuse collection) may be made by variable direct debit.
- 7.5 Standing orders may be made for items of regular amount providing they have already been agreed by the Council (such as salaries, HMRC payments, pension contributions, playground safety inspections). Two Councillors with banking authority must sign the instruction.
- 7.6 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8 Cheque payments**

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

## **9 Payment cards**

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council before any order is placed.

## **10 Petty Cash**

- 10.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the] (for example for postage or minor stationery items) shall be refunded on a regular basis.

## **11 Payment of salaries and allowances**

- 11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council apart from the annual pay negotiations determined by the National Joint Council (NJC) for Local Government Services.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

## **12 Loans and investments**

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3 All investment of money under the control of the council shall be in the name of the council.

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

12.5 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13 Income**

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.3 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.4 Personal cheques shall not be cashed out of money held on behalf of the council.

13.5 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and reclaimed quarterly.

## **14 Payments under contracts for building or other construction works**

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15 Assets, properties and estates**

15.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **16 Insurance**

16.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

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

16.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.

16.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

## **17 Suspension and revision of Financial Regulations**

17.1 The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or

proper practices and advise the council of any need to amend these Financial Regulations.

- 17.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 17.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 3) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 4) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 5) The Council may appoint a project manager for larger projects who will manage the tender process in conjunction with the Clerk.



## **NEWICK PARISH COUNCIL**

### **CODE OF CONDUCT (ADOPTED 30/10/2012)**

#### **Introduction**

Pursuant to section 27 of the Localism Act 2011, Newick Parish 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 Parish Clerk) 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.

<b>Subject</b>	<b>Description</b>
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 <sup>f</sup> ) 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	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—  (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (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.

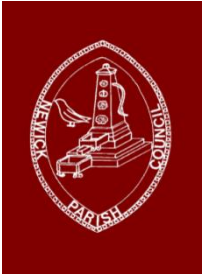
\*'director' includes a member of the committee of management of an industrial and provident society.

\*\*'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;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.



## **Newick Parish Council**

### **Risk Management Strategy and Policy**

#### **Background**

Newick Parish Council have held a Risk Management matrix for many years. Following a change of internal auditors for the 2023/24 financial year the interim internal audit identified a need for the approach to be reviewed and reformatted. This document was considered and adopted in the February Parish Council meeting (12th February 2024) and is reviewed annually in the May meeting of the Parish Council starting May 2025.

This Strategy and Policy Statement together with the detailed register of risks should be reviewed annually and the following statement provides an update for the Council to agree and adopt to meet this requirement.

#### **Introduction to Risk Management**

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Local councils are no different and risk management is increasingly recognised as being central to their strategic management.

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this and successfully manage the consequences. The Council faces risks to people, property and continued operations. The systematic management of risks therefore assists the Council in achieving its objectives by enabling the provision of a diverse range of services to the community and visitors to the area. Not all risks the Council faces can be insured against and is not just about financial management: it is about ensuring the achievement of objectives set by the Council to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and eventually, on the local community's Council Tax Bills.

The importance of looking afresh at risks comes in the wake of a more demanding society, bold initiatives, and more challenge when things go wrong. It also arises because of the significant changes taking place because of the Government's localism agenda, which has resulted in more delegation of service delivery from principal authorities. Local Councils also face pressures, including those associated with not holding General Power of Competence, that potentially give rise to a range of new and complex risks, and which suggest that risk management is more important now than at any other time.

#### **Risk Management and Decision Making**

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives, once established, and must consider all risks when making policy decisions, and review risks affecting all services on an annual basis. The Council's Risk Management Policy ensures that it has a well-defined framework to support better decision making at a strategic level. This will provide better decision making, through good understanding of risks and threats and their

likely impact.

### **The Benefits of Risk Management**

Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management throughout the Council and focuses attention on the achievement of Council objectives together with a consistent and structured approach to risk.

Managing risk in

this way delivers many other benefits to the Council as set out below:

- The process provides a fully documented record of all major risks and opportunities.
- The risk of positive initiatives not taking place is reduced and fewer opportunities will be missed. There is also greater innovation in seizing opportunities.
- Council employees and contractors can communicate their prioritised risks with members therefore enabling focus on those risks and properly evaluated risk decisions. There is also an enhanced ability to justify actions taken.
- Council employees and contractors can anticipate emerging issues in an ongoing and organised manner before they reach unmanageable proportions.
- To be effective risk management requires input and ideas from all the staff and members. This creates a culture of risk ownership.
- The Council's reputation is protected and enhanced.
- The Council will receive fewer complaints and will have more satisfied customers.
- Income can be maximized, and expenditure reduced.

### **Summary of Risk Management Roles**

Effective risk management can only be achieved when ownership of risks is allocated to appropriate risk owners within the Council. Without this, responsibility and authority for implementing control actions will not be clear.

#### **The Role of Council Members**

- To consider and if appropriate approve the Risk Management Strategy and Policy Statement.
- To consider the risk motivators and risk priorities.
- To consider and if appropriate approve the action in response to risks proposed by officers.
- To oversee the management of risk by Parish Clerk.

#### **The Role of the Parish Clerk**

- To promote the Council's Risk Management Strategy, Policy Statement, and framework.
- To be responsible for managing the Council's key risks including the assessment of risks.
- To encourage a culture of shared responsibility and open communication of risks.
- To consider risk as part of everyday activities and provide input to the risk management process.
- To manage risk effectively in their work in accordance with the Risk Management Strategy, Policy Statement and framework and report any threats or risks identified.

### **The Role of Internal Audit**

- To assist with the development and review of a Risk Management Strategy, Policy Statement, and framework.
- To support the Council in developing and implementing risk management.
- To provide independent assurance on the way risks are managed.

### **Conclusion**

Risk management is at the centre of the Council's management process. It provides a mechanism to identify, evaluate and control threats and risks to the Council's objectives and is the responsibility of every Council member and officer. Risk management is vital to the Council's efforts to deliver good governance and best value.

### **Risk Management Policy Statement**

Newick Parish Council owns several areas of land which are open to members of the public. Some amount of risk-taking is inevitable. However, the Council recognises that effective risk management will improve strategic, operational, and financial management by helping to maximise opportunities, minimise losses and maximise resources.

It is the policy of the Council to adopt a risk process that supports better decision making through understanding of risks, whether a positive opportunity or negative threat and their likely impact.

The policy seeks to confirm the commitment of the Council to a risk managed culture by ensuring that every member and employee has regard for the management of risks in the decision-making process and everyday work situations. The Council is committed to the management of risks to:

- Ensure compliance with statutory obligations.
- Safeguard its employees, members, residents and all other persons to whom the Council has a duty of care.
- Protect its assets, including property, equipment, other resources and reduce associated losses and claims.
- Maintain effective control of public funds.
- Minimise waste, fraud, and poor value for money.
- Support better project management.

A Risk Register is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Newick Parish Council to identify any and all potential inherent risks. Newick Parish Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Newick Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Rating L = Likelihood, I = Impact, S = Score

	Risks Identified	Management/Control	Rating			Review/Assess	Action By
			L	I	S		
<b>Financial</b>	Inadequate records Financial Irregularities	The Parish Council uses Financial Regulations which set out the requirements based on Model Regulations from NALC	1	3	3	Existing procedure adequate.	Clerk/Council
	Lack of commitment by Councillors to the budgetary process	Full Council receives detailed budget estimates. Precept determined on basis of the budget set. Expenditure against budget is reported at each full Council meeting.	1	4	8	Existing procedure adequate.	Clerk/Council
	Failure to ensure that the annual precept results from an adequate budgetary process	Start consideration of budgetary process at least 3 months prior to submission date of Precept. Checks by Clerk.	1	5	5	Existing procedure adequate.	Clerk
	Inadequate internal controls with regard to monitoring expenditure	Performance against budget and all expenditure is reviewed in every full Parish Council meeting to ensure effective financial management by Clerk.	2	3	6	Existing procedure adequate	Clerk/Councillors

	Risks Identified	Management/Control	Rating			Review/Assess	Action By
			L	I	S		
Financial cont.	Reserves too high/low	Practitioners Guide advises reserve balance must not exceed the Precept but should be sufficient to allow the Council to operate if the expected precept is not received.	2	4	8	Existing procedure adequate.	Clerk/Council
	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved at Council meetings, as per the Financial Regulations.	1	5	5	Existing procedure adequate.	Clerk/Council
	Fraud by Employees/ Councillors	Ensure level of Fidelity Insurance is adequate and review annually. Payments authorised by two councillors.	1	4	4	Existing procedures adequate	Clerk
	Cash handling	Cash may be received. Cash to be paid into the current account, not petty cash irrespective of the amount.	1	1	1	Existing procedures adequate.	Clerk
	VAT – requirements of HMRC not met	VAT is reclaimed quarterly.	1	5	5	Existing procedures adequate.	Clerk

	Risks Identified	Management/Control	Rating			Review/Assess	Action By
			L	I	S		
<b>Business Continuity</b>	Incapacity/Absence of Clerk/ Resignation of Clerk	<p>Bettina Newell to be approached to temporarily act as Clerk in an emergency. A Locum Service is available through the Society of Local Council Clerks or NALC.</p> <p>A councillor cannot receive remuneration for clerical duties.</p> <p>Locum costs can be expensive, some cover is provided in Parish Council insurance policy with Zurich</p>	2	5	10	Existing procedures adequate.	Council
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and, if appropriate, request help from remaining employees to cover temporary loss.	2	5	10	Existing procedure adequate.	Clerk
<b>Insurance</b>	Public Liability (statutory)	Continue existing cover and meet terms of the cover.	1	5	5	Existing procedure adequate.	Clerk
	Employers Liability (statutory)	Continue existing cover and meet terms of the cover.	1	5	5	Existing procedure adequate.	Clerk
	Money – Loss or theft of funds held	Continue existing cover, updated financial regulations, regular audits, prudent investment.	1	5	5	Existing procedure adequate.	Clerk

	Security of data (IT systems and support)	<p>Any confidential documents are securely destroyed.</p> <p>The Council laptop is password protected and has security protection.</p> <p>Council is registered with the Information Commissioner.</p>	2	3	6	Existing procedure adequate.	Clerk/Council
	<b>Risks Identified</b>	<b>Management/Control</b>	<b>Rating</b>			<b>Review/Assess</b>	<b>Action By</b>
<b>Insurance cont.</b>	Failure to retain or secure the necessary number of members for the Council	Clerk to include Councillor Attendance in minutes of meetings. The Council has a policy for casual vacancies.	1	5	5	Existing procedure adequate.	Clerk/Council
<b>Business Continuity</b>	Election costs	The Council holds an earmarked reserve for elections. If this is insufficient at any point in time, the shortfall will be met from the general reserve.	3	2	6	Existing procedure adequate.	Clerk/Council
<b>Legal</b>	Freedom of Information	<p>The Council has adopted the model scheme produced by the Office of the Information Commissioner.</p> <p>Assistance to be sought from Monitoring Officer or NALC as required.</p>	3	1	3	Action any FOI requests in accordance with policy	Clerk
	Governing Policies not up to date	There is a rolling policy review schedule and policies are referred to Council for review as and when necessary.	3	3	9	Existing procedure adequate.	Clerk/Council

	<p>Failure to meet our statutory duties eg. Breach of GDPR and failure to comply with Inland Revenue and HMRC regulations.</p>	<p>A Contract of Employment and Job Description is agreed for the Clerk.</p> <p>Clerk runs payroll using the HMRC Basic Tools. Ensure employee regulations are available and understood by the Clerk.</p> <p>No additional payment to the Clerk without Council approval.</p>	2	4	8	Existing procedure adequate.	<p>Clerk/Council/ Internal Auditor/ Internal Control</p>
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	Risks Identified	Management/Control	Rating			Review/Assess	Action By
<b>Governance &amp; Management</b>	Lack of knowledge of or commitment to regulations and legislation	Ensure that a Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed annually. Highlight essential parts and provide training where relevant. Attend training courses Membership of ESALC, NALC & SLCC.	3	3	6	Existing procedure adequate.	Clerk/CIrs
	Action by the Parish Council outside its powers laid down by Parliament	Clerk to monitor relevant legislation and report to Council Advice sought from other bodies where required.	2	4	8	Existing procedure adequate.	Clerk
	Notice of meeting	The meeting Agenda is placed on village noticeboards and on the Council's website. Councillors to receive summons electronically.	4	2	8	Existing procedure adequate.	Clerk
	Accurate and legal Minutes	Minutes are presented to next council meeting for approval. Minutes are produced for all meetings. Approved Minutes are posted on the website.	1	3	3	Existing procedure adequate.	Clerk/Council
	Written communication to third parties - Reputation	All formal written communication/emails should be directed through the Clerk and may be signed by the Chairman or Vice-Chairman when necessary.	3	3	6	Existing procedure adequate.	Clerk/Council
	Impact of Public spending cuts	All Councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate.	3	2	6	Existing procedure adequate.	Council

	Risks Identified	Management/Control	Rating			Review/Assess	Action By
<b>Governance &amp; Management cont.</b>	Lack of engagement by Councillors and Residents on major items of public interest	Take every opportunity to publicise the role of the Parish Council through the website and Facebook. Effective use of village noticeboards and face to face engagement events. Council contact details are available on the website.	4	3	12	Existing procedure adequate.	Clerk/Council
	Lack of knowledge by Councillors on their role, responsibility and accountability	All councillors to have a "New Councillor" meeting with the Clerk after becoming a member of the council. Councillors to attend relevant training courses.	4	5	20	Existing procedure adequate.	Clerk/Council
	Inadequate insurance cover for members and Clerk	Review Risk Assessment by including on Agenda of Parish Council meetings at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented.	2	5	10	Existing procedure adequate.	Clerk/Council
	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete.	Record and maintain a record of all assets for which the Parish Council is responsible and include in the year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate.	4	2	8	Existing procedure adequate.	Clerk

	Risks Identified	Management/Control	Rating			Review/Assess	Action By
<b>Governance &amp; Management cont.</b>	Adoption and implementation of appropriate Government legislation	Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings. Clerk to attend training and conferences and to read sector publications to keep up-to-date.	3	3	9	Existing procedure adequate.	Clerk
<b>Assets and Property</b>	Loss or damage to Assets Risk/damage to third party	An Asset Register is maintained for asset control. An annual review of any assets will be undertaken for insurance purposes. Regular risk checks of Council property. Paul Antrobus to inspect assets weekly, LDC undertake monthly check of playa areas. Independent check of equipment in the play area at the recreation ground is instructed annually. Repairs undertaken by competent contractor.	3	2	6	Existing procedure adequate.	Clerk/Council
<b>Emergency Planning</b>	Health & Wellbeing of the Community	Emergency Plan reviewed in November 2023 and reviewed every 4 years.	5	5	25	Existing procedure adequate.	Clerk/Council



# NEWICK PARISH COUNCIL

## Press and Media Policy

1. This policy is supplementary to the Parish Council's Standing Orders
2. All requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or members of staff shall be coordinated by the Clerk.
3. The Clerk will draft a response and discuss any statement, quotation or information to be provided with either the Chairman or Vice Chairman of the Council or the Chairman of the relevant committee. Statements will then be issued on behalf of the Parish Council.
4. Any statement made must reflect the view of the Parish Council and be in line with past decisions and approved policies.
5. If the Council's view on the matter concerned has not already been determined, the relevant Chairman shall consult with other members of the Council before approving the draft statement.
6. The issuing of statements or publicity concerning individual Councillors will be restricted in the period immediately prior to a Parish Council election in accordance with guidance issued by the District Council and/or Electoral Commission.
7. In the event that individual members of the Council are contacted direct by the press or media they should consider the wider implications of the information being requested, in what capacity the information is being provided, and for what purpose. A direct quotation may be given as long as it is made clear that the view expressed is a personal one and has not been given on behalf of the Parish Council.
8. Members of the Parish Council must act in accordance with the Council's Code of Conduct at all times when dealing with the press and media.
9. The Parish Council acknowledges the right of the press and media to obtain information under the Freedom of Information Act and will cooperate with requests for information in line with its published Freedom of Information Policy and Publication Scheme
10. Representatives of the press or media are welcome to attend all Council meetings that are open to the public. Meeting agendas and approved minutes can be found on the Parish Council's website.

Approved and adopted 13<sup>th</sup> May 2026

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1076 Precept	41,253	82,205	40,952			50.2%	1,000
1080 Bank Interest Received	0	1,000	1,000			0.0%	
1110 ESCC Mowing - Income	0	1,709	1,709			0.0%	
1120 Rents Received	0	1,150	1,150			0.0%	
1122 Wayleave	64	164	100			39.0%	
1130 Allotments Income	0	600	600			0.0%	
1150 Community Infrastructure Levy	18,750	0	(18,750)			0.0%	18,750
1500 Reimbursement maintenance cost	140	0	(140)			0.0%	
	<b>60,207</b>	<b>86,828</b>	<b>26,621</b>			<b>69.3%</b>	<b>19,750</b>
Income :- Income							
<b>Net Income</b>	<b>60,207</b>	<b>86,828</b>	<b>26,621</b>				
6001 less Transfer to EMR	19,750						
<b>Movement to/(from) Gen Reserve</b>	<b>40,457</b>						
<b>200 Staff Costs</b>							
4000 Clerk's Salary	2,989	36,577	33,588		33,588	8.2%	
4040 National Insurance-PC Contrib.	386	4,736	4,350		4,350	8.1%	
4050 Pension Contributions	541	6,620	6,079		6,079	8.2%	
	<b>3,915</b>	<b>47,933</b>	<b>44,018</b>	<b>0</b>	<b>44,018</b>	<b>8.2%</b>	<b>0</b>
Staff Costs :- Indirect Expenditure							
<b>Net Expenditure</b>	<b>(3,915)</b>	<b>(47,933)</b>	<b>(44,018)</b>				
<b>210 Operating Costs</b>							
4110 Administration	223	2,000	1,777		1,777	11.1%	
4120 Parish Office	0	1,200	1,200		1,200	0.0%	
4125 Telephone	44	506	462		462	8.6%	
4130 Website	210	675	465		465	31.1%	
4140 Audit Internal and External	0	780	780		780	0.0%	
4150 Insurance	0	1,998	1,998		1,998	0.0%	
4160 Subscriptions	0	1,370	1,370		1,370	0.0%	
4170 Training	0	250	250		250	0.0%	
4200 Hall Hire	0	150	150		150	0.0%	
4600 Grants Paid	0	1,500	1,500		1,500	0.0%	
	<b>477</b>	<b>10,429</b>	<b>9,953</b>	<b>0</b>	<b>9,953</b>	<b>4.6%</b>	<b>0</b>
Operating Costs :- Indirect Expenditure							
<b>Net Expenditure</b>	<b>(477)</b>	<b>(10,429)</b>	<b>(9,953)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Maintenance/Running Costs</u>							
4210 Village Handy Person	743	7,176	6,434		6,434	10.3%	
4310 General Maintenance	353	4,000	3,647		3,647	8.8%	
4320 Play Equipment Maintenance	155	2,500	2,345		2,345	6.2%	
4330 Playing Field Maintenance	901	1,000	99		99	90.1%	
4340 Mowing - Playing Fields	52	3,430	3,378		3,378	1.5%	
4350 Mowing - Village	180	2,440	2,260		2,260	7.4%	
4360 Tree Surgery-Inspections	0	3,000	3,000		3,000	0.0%	
4380 Water	0	1,000	1,000		1,000	0.0%	
4390 Car Park Lease	990	990	0		0	100.0%	
4400 CCTV Repair/Maintenance	0	250	250		250	0.0%	
Maintenance/Running Costs :- Indirect Expenditure	<b>3,374</b>	<b>25,786</b>	<b>22,412</b>	<b>0</b>	<b>22,412</b>	<b>13.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,374)</b>	<b>(25,786)</b>	<b>(22,412)</b>				
<u>230 Agency Work</u>							
4450 Mowing ESCC Highway Verges	0	1,840	1,840		1,840	0.0%	
Agency Work :- Indirect Expenditure	<b>0</b>	<b>1,840</b>	<b>1,840</b>	<b>0</b>	<b>1,840</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,840)</b>	<b>(1,840)</b>				
<u>250 Events</u>							
4510 Bonfire Celebrations	0	340	340		340	0.0%	
Events :- Indirect Expenditure	<b>0</b>	<b>340</b>	<b>340</b>	<b>0</b>	<b>340</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(340)</b>	<b>(340)</b>				
<u>260 Projects</u>							
4410 Sports Pavilion Expenditure	1,472	0	(1,472)		(1,472)	0.0%	
4560 Allotments - Costs	0	500	500		500	0.0%	
Projects :- Indirect Expenditure	<b>1,472</b>	<b>500</b>	<b>(972)</b>	<b>0</b>	<b>(972)</b>	<b>294.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,472)</b>	<b>(500)</b>	<b>972</b>				
Grand Totals:- Income	<b>60,207</b>	<b>86,828</b>	<b>26,621</b>			<b>69.3%</b>	
Expenditure	<b>9,238</b>	<b>86,828</b>	<b>77,590</b>	<b>0</b>	<b>77,590</b>	<b>10.6%</b>	
<b>Net Income over Expenditure</b>	<b>50,969</b>	<b>0</b>	<b>(50,969)</b>				
less Transfer to EMR	<b>19,750</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>31,219</b>						

**Newick Parish Council**  
**Scheme of Delegation 2026 - 2027**

**S101 delegation of powers**

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate.

This scheme of delegation is a measure to facilitate effective decision-making during unforeseen situations including meeting disruption. It allows the Clerk to take on the executive role during this time. If virtual meetings are unlawful but the Council are unable to meet, it ensures that Council activities can continue in the meantime.

**Delegation of Power**

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30<sup>th</sup> June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

**To the Proper Officer LGA 1972 s101**

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

**To take action:**

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that

would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

**Financial thresholds:**

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted a minimum of two Members and the Chairman, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the two Members who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board their views.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board their views.

**Planning Matters:**

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of two Members who are currently members of the Planning Committee.
7. The Planning Committee delegate authority to the Clerk to request any application be referred to Lewes District Council Planning Committee for decision.

**Delegation Limitations, Record keeping & Reporting:**

8. Records will be kept demonstrating a clear trail (particularly around decision making in any form) and the Clerk will use email to ensure Councillors are aware of issues as they arrive.
9. All decisions will be reported at the next available Full Council Meeting.
10. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date approved .....

Date for review .....May 2027.....