

6th June 2023

NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

Meeting: Hunts Grove Parish Council
Date and time: 12th June 2023 at 6.30pm
Venue: Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 15th May 2023.
- b) Review of outstanding actions not already included on the agenda.

4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

5. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham
- b) To receive an update on the Garden Open Day event 11th June 2023.
- c) To receive an update regarding the storage shed, discuss landscaping, and make decisions as needed.
- d) To receive an update on the Parish Business Plan.
- e) To receive an update on the Naming Project.
- f) To receive an update on the Active Travel Project.
- g) To discuss grand opening of public open space (13/20th August) and agree budget.
- h) To agree dates for defibrillator awareness community sessions.

9. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson
- b) To receive an update regarding the management company.
- c) To receive an update on the community building.
- d) To receive an update regarding Phase 1 Adoption Status Update and remedial work required.

10. PLANNING

- a) To consider the following planning applications: none.
- b) To consider planning applications received since publication of agenda.

11. POLICY WORKING GROUP

- a) To receive notes of latest Policy Working Group meeting
- b) To approve the Working Groups and agree membership
- c) To agree the date and priorities for the next working group meeting.

12. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

13. CONSULTATIONS

- a) To consider the Consultation on SDC Dog Control Public Spaces Protection Orders
- b) To consider submitting a motion to the GAPTC AGM.

14. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To review the Asset Register
- c) To approve the schedule of payments.
- d) To review the updated Standing Orders.
- e) To review the updated Financial Regulations.

15. ENERGY FROM WASTE

- a) To receive an update from the Community Liaison Group (CLG) representative.
- b) To consider submitting a grant application to the CLG fund.

16. TO RECEIVE THE CLERK REPORT

17. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

18. WEBSITE & COMMUNICATIONS

- a) To receive the communication report.
- b) To receive an update on the Business Directory
- c) To receive an update on the Parish Mailing List.

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

19. DEVELOPMENT SITE UPDATES

- a) To receive an update on allotments
- b) To receive an update on the community building
- c) To receive updates from PREIM and discuss matters arising
- d) Colethrop Farm Ltd (CFL) updates

20. GROUPS, EVENTS & PROJECTS

21. VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

22. PARKS & OPEN SPACES UPDATE

- a) To receive an update from Cllr Turner-Wilkes

23. ENERGY FROM WASTE

- a) To receive an update from the Community Liaison Group (CLG) representative.

24. HIGHWAYS UPDATE

- a) Haresfield Lane works update
- b) Harrier Way Junction and resurfacing updates
- c) A38 junction works & construction traffic routing
- d) To receive an update on “hedgehog highway” campaign
- e) “20 is plenty” Project.

25. CORRESPONDENCE

MINUTES

Meeting: Hunts Grove Parish Council Annual Meeting
Date and time: 15th May 2023 at 7.30pm (meeting started 8pm due to prior meeting over-run)
Venue: Hunts Grove Primary Academy

Present:

Cllr Demelza Turner-Wilkes (Chair)
Cllr Mark Ryder (Vice-Chair)
Cllr Adam Hampson
Cllr Sandra Meecham
Cllr Kevin Thorne

Also In Attendance:

District Cllr Gill Oxley
Rev Martin from St Nicholas Church
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams until)

452/23 TO ELECT CHAIR OF HUNTS GROVE PARISH COUNCIL AND RECEIVE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Meecham nominated Cllr Turner-Wilkes as Chairman, seconded by Cllr Hampson, all in favour. Cllr Turner-Wilkes signed the Declaration of Acceptance of Office.

453/23 TO ELECT VICE-CHAIR OF HUNTS GROVE PARISH COUNCIL

Cllr Turner-Wilkes nominated Cllr Ryder as Vice-Chairman, seconded by Cllr Hampson, all in favour.

The next item was brought forward.

454/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; re-tender with new contractor in progress for Harrier Way resurfacing. TetraTech is due to provide a programme of works for the public open space works and is awaiting confirmation of the date for installation of bow-top fencing. Community building is progressing as planned with Crest meeting with the parish council at end of June to share proposed designs. Crest is awaiting costs for the Lime Tree play park remedials and work will proceed once the costs are approved. There will be a walkover of areas that have been complete for 12 months as part of the rolling set of handovers. Lucie is drafting a response regarding tree issues to Cllr Hampson. It has been too wet on the public open space for machinery to remove logs. Travel Survey has received more than 100 responses so far, and door-to-door surveys are

being carried out on two evenings this week. New trees have been planted on the Bellway open space slightly in wrong place so additional trees will be planted.

A38 junction works are expected to start mid-August 2023, as this date has been communicated to residents a request was made that Crest informs the parish council of any changes to the date. The path to public open space continues to suffer from flooding. This area is managed by Elmtree, a contractor for Crest, and the parish council requested an update as to when the issue will be resolved. **Action: Lucie will follow-up with Crest.** Cllr Turner-Wilkes requested plan for schedule of works for Hunts Grove Wood. **Action: Lucie to request the schedule.**

- b) Council received an update regarding the management company discussions, a meeting date has been requested from Crest for the next meeting, Lucie will chase again.
- c) Community building update: designs to be shared with the parish council at end of June.
- d) Council received an update on Phase 1 adoption, still awaiting confirmation on commuted sums from Crest and potential Seven Trent Water adoption of SUDS.

455/23 APOLOGIES FOR ABSENCE

County Cllr Davies.

456/23 DECLARATIONS OF INTEREST

There were none.

457/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 17th April 2023.
- b) Council received the list of outstanding actions.

458/23 TO APPOINT OFFICERS AND REPRESENTATIVES TO COMMITTEES / WORKING GROUPS / EXTERNAL BODIES AS APPROPRIATE.

Finance Working Group: Cllr Meecham, Cllr Turner-Wilkes

Policy Working Group: all councillors

Community Liaison Group Representative: Cllr Turner-Wilkes

Community Liaison Group Grant Representative: Cllr Meecham

The remaining councillor lead roles will be considered by the Policy Working Group along with ideas for forming specific working groups that will eventually become committees as the council grows.

459/23 PUBLIC PARTICIPATION

District Cllr Ryder gave an update from the District Council. Cllr Ryder is drafting a motion for Stroud District Council to change its policy on management companies. The second round of consultation on the Community Governance Review has completed and it is still proposed to increase the parish council to 9 councillors. There is County Council grant funding available for youth provision up to £3,000.

District Cllr Oxley gave a brief update on Hardwicke parish.

460/23 GROUPS, EVENTS & PROJECTS

- a) Council received an update from the Hunts Grove Wombles. Trialing the litter pick once every 3 weeks instead of every 2 weeks. The group will arrange a litter pick for Davy Way.
- b) Council received an update on the King's Coronation celebration held on Sunday 7th May 2023. Event was very successful; but in future a larger event team will be needed.
- c) Council received an update on the Open Gardens event 10th June 2023.
- d) Council received an update on the council storage. External storage has been rented temporarily and it was agreed to proceed with installation of the new unit on the public open space. It was suggested that planting of clumping bamboo around the unit may deter anti-social behaviour.
Action: Clerk to add landscaping to next agenda.
- e) Cllr Meecham would like council to arrange a grand opening event of the public open space in August.
- f) Council received an update on the Business Plan from Cllr Turner-Wilkes. The group are collating questions to put to Preim.

461/23 PLANNING

- a) Council considered the following planning applications:
 - i. 2023/0130/EIAS – Land South of Haresfield Lane, Environmental Impact Assessment. Deadline passed.
 - ii. S.23/0764/OUT – Land at Quadrant Distribution Centre, Outline application for upto 27,871sqm of unit space (upto 19 units). Deadline 18th May. Council is supportive in principle and notes strategic importance of site but could have better active travel through the site and protect ecology. Noise buffer. Hours of operation.
- b) To consider planning applications received since publication of agenda. None.

462/23 POLICY WORKING GROUP

- a) Council received the notes of the latest Policy Working Group.
- b) Council discussed priorities for the next working group – scheduled for Monday 5th June at 5.15pm (topics: working groups, communications) **Action: Clerk to send meeting request.**

463/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Turner-Wilkes met with the local PCSOs and will meet monthly for an update. Cllr Meecham will attend the next meeting.

464/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 30th April 2023.
- b) Asset register viewed, detailed review deferred to next meeting.
- c) Council approved the Annual Governance Statement (section 1) for 2022/23.
- d) Council approved the Annual Accounting Statements (section 2) for 2022/23.

- e) Council deferred reviewing the updated Standing Orders due to time constraints.
- f) Council deferred reviewing the updated Financial Regulations due to time constraints.
- g) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
31/05/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
04/05/23	Stephens Scown LLP	£2196.00	£439.20	£2635.20
01/05/23	CloudyIT	£43.00	£8.60	£51.60
07/05/23	Deborah Handley	£100.00	£0	£100.00
10/05/23	First Aid and Trauma Training Ltd	£125.00	£25.00	£150.00
	TOTALS	£3004.33	£472.80	£3477.13

465/23 COUNCIL NOTED THE CLERK'S REPORT

466/23 PARISH COUNCILLOR REPORTS

Councillors reports were circulated prior to the meeting and noted. Reports will be published on the website.

467/23 ENERGY FROM WASTE

- a) Council received an update from Cllr Turner-Wilkes on the latest CLG meeting.

468/23 WEBSITE & COMMUNICATIONS

- a) Cllr Ryder gave a communications report. New pages have been added to website, awaiting content. **Action: Clerk / Cllr Meecham.**
- b) Council deferred the update on the Business Directory due to time constraints.
- c) Cllr Ryder gave an update on the Parish Mailing List. The mailing list has been setup with MailChimp. It is likely that the mailing list will exceed the free version of MailChimp; the paid version will cost £22 per month. It was agreed to hold a free prize draw for 2 months to encourage sign-up to newsletter, total cost £100.

469/23 RECURRING ITEMS TO NOTE - None

NEXT MEETINGS

- a) Next Meeting of the Parish Council will take place on 12th June 2023 at 6.30pm.

Meeting closed at 9.15pm.

7th June 2023 Minutes Working Group

Attendees

Demelza Turner-Wilkes
Mark Ryder
Adam Hampson
Sandra Meecham
Kevin Thorne
Julie Shirley (Minutes)

Topics discussed:

1. Communications
2. Working Group

Communications

- The need for a Communications Policy was discussed. Each councillor champion will be responsible for communicating to the public but nothing to be communicated hasn't been agreed in principle. Councillors to have communications sense-checked by other members of the council to ensure interpretation of Council decisions is correct. Clerk to draft a Policy for approval by Full Council July meeting.

Working Groups

- Broad structure for working groups drafted to be approved at Full Council June meeting and agree members. Working groups can meet via Teams online. Working groups: community services, Governance, Green Spaces & Environmental, Planning & Highways.

AOB

- Community Governance Review – increase to 9 councillors will be recommended for approval. Great Oldbury will become a new parish and HGPC may be asked to provide support to the new council.
- Mailing List – free prize draw to encourage sign-ups. £25 Amazon vouchers x 4 to be purchased and emailed to the prize winners.
- CFL is considering its appeal for the Farmhouse Triangle planning decision.
- Request to Crest for the PC taking over the entranceway to Hunts Grove.
- Crest would like a memorandum of understanding in relation to the active travel work they are doing for the development south of Haresfield Lane. Draft has been requested.
- New solicitors needed – ask GAPTC for recommendations. **Action: Clerk.**
- ManCo meeting needed – chased with Crest.
- School defibrillator installation quote received, just checking on ancillary works before proceeding.
- Meeting request from Quedgeley Town Council – councillors to provide suggested dates.
- Youth Working Group meeting to be arranged.

HUNTS GROVE PARISH COUNCIL

PROPOSED WORKING GROUP STRUCTURE

Community Services

- Community Groups, eg walking, knit & natter
- Defibs
- Events
- Naming Project
- Neighbourhood Warden Liaison
- Newsletter & communications
- Notice boards
- Police Liaison
- Repair Workshop
- Youth Provision

Finance & Governance

- Committee Structure
- Elections 2024
- Grants
- IT Review 2024
- Local Council Award Scheme
- Policies & Finance

Green spaces & Environmental

- Active Travel including walking routes/maps
- Biodiversity (wildflowers, wildlife)
- CCTV
- CLG Liaison / CLG Grant
- Climate Action
- Grit Bins
- Improve Road Safety - 20mph limits
- Litter
- Public Rights of Way
- Sustainable development
- Trees

Development (Planning & ManCo)

- Adoption including verges
- Business Plan
- PREIM Liaison
- Referendum Strategy

Review of Stroud District Council's Existing Public Spaces Protection Orders.

Stroud District Council please seeks your views as part of a review of its existing Public Spaces Protection Orders (PSPOs) in respect of control of dogs.

Background:

In 2012, Stroud District Council made 4 Dog Control Orders to address issues relating to dogs. In 2017, those Orders transitioned into PSPOs unchanged. These PSPOs remain in force and the table below summarises the Orders for your information:-

Identifier	Summary of Order Provisions
PSPO1	Failure to remove the faeces when a dog under the person's control has defecated on any land within the District which is open to the air and to which the public has a right of access. Exemptions exist for assistance dogs.
PSPO2	Failure to put a dog on a lead when directed to do so by an authorised officer of the Council, if such restraint is necessary to prevent a nuisance, behaviour likely to cause annoyance or disturbance to a person or the worrying or disturbance of any animal or bird. This also applies to all land within the District which is open to the air and to which the public has a right of access.
PSPO3	Permitting a dog to enter land from which dogs are excluded which applies (where signed at the entrance) to any fenced, hedged or walled children's play area, bowling green, croquet lawn, tennis court, skateboard park, cycle enclosure, putting green or other sporting or recreational facility. Exemptions exist for assistance dogs.
PSPO4	Not keeping a dog on a lead in a designated area. This applies to all allotments, cemeteries, car parks, canal towpaths and designated cycle tracks as well as specified footpaths routinely used to access any primary, secondary or high school or college.

PSPOs can apply for a maximum of 3 years, at which time a process of review and consultation must be undertaken to assess the need for the Order to be extended by up to a further 3 years. There is no limit on the number of times that a PSPO may be extended. The current PSPOs effectively "expire" in October 2023 without such extension.

Thus, this correspondence seeks to formally consult you on your views on the extension of the 4 current PSPOs. A brief summary of the current position and a recommendation for each of the existing Orders is set out below for your consideration.

PSPO1 – Fouling:

With respect to the need to require the removal of dog faeces, fouling in an area is clearly detrimental, both in terms of the unpleasantness of its appearance, its odour and its disease transmission potential.

Dog fouling remains a significant problem across the whole District and was the subject of 176 complaints in 2021 and 160 complaints in 2022 from members of the public. While the great majority of dog owners are responsible and clear up after their dogs, there remains a

significant minority who disregard the law.

The power to serve Fixed Penalty Notices and/or prosecute identified offenders is vital in seeking to address the issue alongside a toolkit of more educational approaches. To not retain these powers would send out entirely the wrong message in respect of how the Council views this irresponsible, anti-social behaviour and, were that the case, one would expect the situation to deteriorate. Thus, it is proposed to retain the powers contained in this PSPO for a further 3 years.

PSPO2 – Dog on Lead when Directed to Do So:

This second PSPO relates to persons being required to put a dog on a lead when directed to do so by an authorised officer of the Council, where this is required to prevent nuisance, disturbance or animal worrying. It is clear that dogs that are not under proper control can prove alarming and intimidating to both adults and children.

The ability to require dogs to be put on a lead allows a focussed and targeted approach to tackling individuals that allow their dogs to run out of control, without negatively impacting on the vast majority of dog owners. This power remains a useful backstop to ensure compliance with such interventions. Thus, it is proposed to retain the powers contained in this PSPO for a further 3 years.

PSPO3 - Permitting a Dog to Enter Land from Which it is Excluded:

The third PSPO relates to the exclusion of dogs from designated signed areas, for example fenced, hedged or walled children's play areas, bowling greens, croquet lawns, tennis courts, skateboard parks, cycle enclosures, putting greens or other sporting or recreational facilities.

Once again there is a clear need for this provision to ensure that dogs do not enter areas where there is a clear conflict between their presence and that of other users. Their exclusion also greatly reduces the potential issue of fouling, thus enabling safe and clean access for people, especially those with young children. Compliance is reported as very good as the rationale for the exclusion appears to be widely understood and supported and clear signage has proven effective in highlighting the requirement. However, any loss of the exclusionary powers could reasonably be expected to lead to an increase in problems to users of the areas. Consequently, it is proposed to retain the powers contained in this PSPO for a further 3 years.

PSPO4 – Dogs on Leads in Specified Areas:

The fourth DCO relates to a requirement to keep dogs on a lead in designated areas such as allotments, cemeteries, car parks, canal towpaths and designated cycle tracks.

Complaints from the public in respect of these matters are relatively rare. Additionally, officers report that enforcement of this PSPO in relation to the canal towpaths and cycle tracks has proven to be very difficult and has led to obstruction of officers in the form of refusing to provide details as well as threats to officers. This resistance appears to stem from a perceived unfairness among dog owners in respect of having to put dogs on leads in what are regarded as "shared spaces" when they may be clearly walking to heel and, as such, are largely under control. Exercising off the lead is accepted as an important benefit for dogs and a requirement for dogs to be on leads on many miles of track or towpath provided for leisure and recreation is perceived by some as disproportionately prohibitive.

Given that uncontrolled behaviour, where identified, may be addressed by utilising other PSPOs, for example by directing that dogs be put on a lead, it was proposed in the 2020 consultation to remove cycle tracks and canal towpaths from this Order. At that time 53% of

responding formal consultees and 71% of responding members of the public favoured the retention of the PSPO unchanged and, as a consequence, that was the decision taken.

However, the same issues remain as in 2020. As then, it is felt that removal of the cycle tracks and towpaths element of this Order represents a logical, proportionate and targeted approach to identified problems. Additionally, other powers can be utilised to tackle specific problem owners and behaviours, for example Community Protection Notices, rather than taking a blanket approach.

Thus, it is again proposed in this consultation to remove cycle tracks and canal towpaths from this particular Order. It is, though, proposed to retain the other exclusion areas, for example cemeteries, in a slightly amended Order for a further 3 years.

Consultation Responses:

We would please ask that you respond in writing to this consultation by no later than 18th August 2023.

A Consultation Response Form is provided within the consultation documents which seeks to provide a simple format for responses. However, you are certainly not compelled to use that format and all written responses received will be fully considered.

Please return all consultation responses either by:-

- a) e-mail to dave.jackson@stroud.gov.uk ; or
- b) post to Animal Welfare Section, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB.

Thank you for your anticipated input into this process.

Consultation Response re Public Spaces Protection Orders:

The following forms a simple suggested framework for responding to the consultation in respect of the extension of Public Spaces Protection Orders (PSPOs) for a further 3 years. However, your responses are welcomed in any alternative formats that you may prefer to utilise.

For information purposes, please bear in mind that a PSPO must meet two grounds to be lawful, as follows:-

1. The activities carried on in a public place must have a detrimental effect on the quality of life of those in the locality or it is likely that they will do so; and
2. The effect, or likely effect, of these activities is of a persistent or continuing nature, is unreasonable and justifies the restrictions imposed by the Orders,

We would please ask that you respond in writing to this consultation by no later than **18th August 2023**.

Please return all consultation responses either by:-

- a) e-mail to dave.jackson@stroud.gov.uk ; or
- b) post to Mr D. Jackson - Environmental Protection Manager, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB.

Thank you for your anticipated input into this process.

Name:

Organisation (if appropriate):

Date:

General Area of Residence:

<p>PSP01</p>	<p><i>Failure to remove the faeces when a dog under the person's control has defecated on any land within the District which is open to the air and to which the public has a right of access. Exemptions exist for assistance dogs.</i></p>
<p>Do you feel that the current PSPO should be retained in its current form for a further 3-year period?</p>	<p>YES / NO</p>
<p>If NO, please provide an explanation as well as any changes that you would like to see introduced, alternative approaches, etc</p>	
<p>PSP02</p>	<p><i>Failure to put a dog on a lead when directed to do so by an authorised officer of the Council, if such restraint is necessary to prevent a nuisance, behaviour likely to cause annoyance or disturbance to a person or the worrying or disturbance of any animal or bird. This also applies to all land within the District which is open to the air and to which the public has a right of access.</i></p>

<p>Do you feel that the current PSPO should be retained in its current form for a further 3-year period?</p>	<p>YES / NO</p>
<p>If NO, please provide an explanation as well as any changes that you would like to see introduced, alternative approaches, <i>etc</i></p>	
<p>PSPO3</p>	<p><i>Permitting a dog to enter land from which dogs are excluded which applies (where signed at the entrance) to any fenced, hedged or walled children's play area, bowling green, croquet lawn, tennis court, skateboard park, cycle enclosure, putting green or other sporting or recreational facility. Exemptions exist for assistance dogs.</i></p>
<p>Do you feel that the current PSPO should be retained in its current form for a further 3-year period?</p>	<p>YES / NO</p>
<p>If NO, please provide an explanation as well as any changes that you would like to see introduced, alternative approaches, <i>etc</i></p>	

PSPO4	<i>Not keeping a dog on a lead in a designated area. This applies to all allotments, cemeteries, car parks, canal towpaths and designated cycle tracks as well as specified footpaths routinely used to access any primary, secondary or high school or college.</i>
Do you feel that this PSPO should be retained for a further 3-year period?	YES / NO
Do you agree with the recommendation to amend the above PSPO to remove cycle tracks and canal towpaths from the designated areas?	YES / NO
If NO to either of the above, please provide an explanation, as well as any changes that you would like to see introduced, alternative approaches, etc	



ANNUAL GENERAL MEETING

**Saturday, 22nd July 2023 at 10.30 am
Highnam Community Centre**

CALL FOR RESOLUTIONS

This is an invitation to your Council to consider submitting a RESOLUTION for debate at the Annual General Meeting

RESOLUTIONS, as approved by your Council, should be emailed and must be received in this office by

Wednesday, 21 June 2023

Your resolution becomes a 'proposal' to our AGM, where it is presented by a member of your Council, debated and any action agreed.

Your topic for debate can be one affecting national or local policies, or the way GAPTC itself is run. If it relates to the work of NALC, it should not be one that is already included in NALC's current list of policies – see NALC's online register at

<file:///R:/Advice/NALC%20adopted%20policies/Online%20Policy%20Register%20260122.pdf>.

Alison Robinson
Chief Executive Officer
Gloucestershire Association of Parish and Town Councils
Cranham House, Falcon Close, Quedgeley
Gloucestershire GL2 4LY
Email: info@gaptc.org.uk

HUNTS GROVE PC BANK RECONCILIATION 2023-24

BANK BALANCES 31 MAY 2023	
Unity Trust Bank	£92,986.22
Unity Trust Savings	£30,000.00
TOTAL MONIES IN BANK	£122,986.22
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 31/05/23	£122,986.22
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£59,088.49
Sub-total	£135,332.83
Expenditure year to date	£12,346.61
TRUE BALANCE AT 31/05/23	£122,986.22

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2023-24				
	£	£	£	
INCOME	Budget	Received 31/05/23	Balance	Notes
Precept	52250	26125	26125.00	
VAT reclaim	0	4488.15	0.00	
Event Grants	0	5750	0.00	
Other Grants	0	0.00	0.00	
CIL	0	22725.34	0.00	Move to Earmarked Funds
TOTALS	52250	59088.49		
EXPENDITURE	Budget	Spend as at 31/05/23	Balance	Notes
Staff costs	10000.00	977.97	9022.03	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	244.70	1455.30	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	0.00	800.00	
Donations	500.00	75.00	425.00	
Training	500.00	25.00	475.00	
IT / Website / Newsletter	2750.00	182.50	2567.50	
New equipment	3000.00	569.89	2430.11	
Community Events	2000.00	6373.18	-4373.18	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	0.00	10000.00	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
TOTALS	52250.00	11211.98	41038.02	
EARMARKED RESERVES	£			
Community events (£943.43 c/f plus in-year grants)	8693.43	Less total spent to date=	2320.25	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
TOTAL EMR	53187.44			

ASSET REGISTER 2023

Title	Status	Manufacturer	Item	Asset type	Serial number	Purchase date	Purchase price	Condition notes
014	Available	Amazon	Digital Projector	Accessory		12/04/2022	£ 457.50	
001	In use	Apple	iPad	Tablet		14/06/2022	£ 265.83	
002	In use	Apple	iPad	Tablet		14/06/2022	£ 265.83	
003	In use	Apple	iPad	Tablet		14/06/2022	£ 265.83	
004	In use	Apple	iPad	Tablet		14/06/2022	£ 265.83	
005	In use	Amazon	Keyboard case	Accessory		14/06/2022	£ 29.99	
006	In use	Amazon	Keyboard case	Accessory		14/06/2022	£ 29.99	
007	In use	Amazon	Keyboard case	Accessory		14/06/2022	£ 29.99	
008	In use	Amazon	Keyboard case	Accessory		14/06/2022	£ 29.99	
009	In use	HP	Probook	Laptop		27/07/2022	£ 659.00	
010	In use	Greenbarnes	Noticeboard	Street Furniture		29/08/2022	£ 1,806.61	
015	In use	Greenbarnes	Noticeboard	Street Furniture		17/02/2023	£ 1,806.61	
016	In use	Greenbarnes	Noticeboard	Street Furniture		17/02/2023	£ 1,806.61	
017	In use	Zoll	AED Plus	Defibrillator		01/02/2023	£ 1,500.00	Located outside 1A Hunts Grove Drive
018	In use	Zoll	AED Plus	Defibrillator		01/02/2023	£ 1,500.00	Located outside Hunts Grove Primary Academy
020	In use	Apple	AppleMac	Laptop		17/11/2022	£ 925.00	
019	In use	Glasdon	Litter Bin	Street Furniture		14/02/2023	£ 250.00	
021	In use	Glasdon	Litter Bin	Street Furniture		14/02/2023	£ 250.00	
011	Storage	Amazon	Hot Water Urn	Accessory		17/08/2022	£ 58.32	
012	Storage	Amazon	Gazebo	Accessory		04/05/2022	£ 83.32	
013	Storage	Amazon	Gazebo	Accessory		04/05/2022	£ 83.32	
022	Storage	Amazon	Gazebo	Accessory		03/06/2023	£ 65.00	
023	Storage	Amazon	Gazebo	Accessory		03/07/2023	£ 65.00	
024	Storage	Amazon	Gazebo	Accessory		15/03/2023	£ 117.00	
025	Storage	Lister Petter	PETROL GENERATOR 6.0kVA 50Hz	Generator	LPP6.0RE211000032	27/04/2023	£ 282.61	
026	Storage	Lister Petter	PETROL GENERATOR 2.5kVA 50Hz	Generator	LPP2.5RE211000010	27/04/2023	£ 156.11	
							£ 13,055.29	

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 12th June 2023 at 6.30pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
30/05/23	Staff Costs (Net Salary, Pension)	£540.53	£0	£540.53
01/06/23	CloudyIT	£47.50	£9.50	£57.00
19/05/23	BlueTree Website Design Ltd	£60.00	£0	£60.00
06/06/23	PATA Payroll	£32.85	£0	£32.85
05/07/23	HMRC Q1	£324.80	£0	£324.80
	TOTALS	£1005.68	£9.50	£1015.18



STANDING ORDERS

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

(to be) Adopted 15th May 2023

Introduction	3
Rules of debate at meetings.....	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	9
Ordinary council meetings.....	10
Extraordinary meetings of the council, committees and sub-committees	12
Previous resolutions	12
Voting on appointments.....	13
Motions for a meeting that require written notice to be given to the proper officer	13
Motions at a meeting that do not require written notice.....	14
Management of information.....	14
Draft minutes.....	15
Code of conduct and dispensations.....	16
Code of conduct complaints	17
Proper officer.....	18
Responsible financial officer.....	19
Accounts and accounting statements	19
Financial controls and procurement.....	20
Handling staff matters	22
Responsibilities to provide information	22
Responsibilities under data protection legislation	23
Relations with the press/media.....	23
Execution and sealing of legal deeds	23
Communicating with district and county or unitary councillors	23
Restrictions on councillor activities	24
Standing orders generally.....	24

INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

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

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

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

Drafting notes

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

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

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

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

in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- 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 chairman of the meeting and his 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 chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put**

- **to the vote, and in the case of an equality of votes may exercise his**
- **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

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

- x A meeting shall not exceed a period of three 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 five days before the meeting that they are unable to attend;

 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

 - 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 Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may**

exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

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

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

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 chairman 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 ten 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 chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order

12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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 he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she 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 District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

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 his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

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 **£25,000** 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, 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 Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman or, if he/she is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chairman or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and the Council informed of the outcome.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman or vice-chairman of Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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 Councils

representing the area of the Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) 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 A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



FINANCIAL REGULATIONS

(to be) Adopted 15th May 2023

HUNTS GROVE PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

1. General	2
2. Accounting and audit (internal and external)	5
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	7
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	10
7. Payment of salaries	13
8. Loans and investments	14
9. Income	15
10. Orders for work, goods and services	16
11. Contracts	16
12. [Payments under contracts for building or other construction works]	18
13. [Stores and equipment]	19
14. Assets, properties and estates	19
15. Insurance	20
16. Risk management	21
17. Suspension and revision of Financial Regulations	21
18. Suspension and revision of Financial Regulations	21

These Financial Regulations were adopted by the council at its meeting held on 15-05-23.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for Hunts Grove Parish Council and these regulations will apply accordingly.

1.9. 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;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;

- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by full council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting 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.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Governance Working Group and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £200 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the full council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Full council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of full council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords

and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Finance and Governance Working Group and the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Chairman and each card will also be restricted to a single transaction maximum value of £500 and a maximum £1000 monthly spend, unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. A discretionary level of £200 each is set for the Clerk, Chair and Vice-chair for incidental expenses such as postage, paper cartridges etc.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

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

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

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

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

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

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

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

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

e) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders⁴ 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that 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, provided that the specification does not change, 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.

12. Payments under contracts for building or other construction works

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

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

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

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

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. 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 annually by the council, or duly delegated committee.

16. Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and revision of Financial Regulations

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

17.2. The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

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The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 12th June 2023 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

Request for crossing patrol on Harrier Way for school. Clerk spoke with Gloucestershire CC and they will assess the site.

Roadworks site Harrier Way – unauthorized access reported to Crest.

OTHER MATTERS

Still waiting to hear from Gloucester City Council regarding the new bin we've requested for Marconi Drive. Chased 05-06-23, pending decision meeting on 7th June.

Guinness Homes requested plans and promotional materials for Whitstone Hundred, forwarded the information we hold.