



You are hereby summoned to attend the meeting of Nettleham Parish Council which will be held on
Tuesday 28 April 2026 commencing at 7.25 pm at the Large Hall, Old School.

The business to be dealt with at the meeting is listed in the agenda.

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. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas
Clerk to the Council
22/04/2026

AGENDA

- 1 Public session (15 minutes)
- 2 To receive apologies and reasons for absence
- 3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests.
- 4 To approve draft minutes of the Parish Council Meeting held on 17/03/26
- 5 To note the Clerk to the Council's report
- 6 Policy Reviews
 - a) Essential Policy: Complaints Policy & Procedure
 - b) Essential Policy: Code of Conduct
 - c) Desirable Policy: Internet and Email Policy (withdraw as this has been replaced by IT Policy)
 - d) Discretionary Policy: Capability Procedure (also consider whether this is necessary)
 - e) Essential Policy: Standing Orders
 - f) Essential Policy; Financial Regulations
- 7 Planning Matters & Applications
 - a) Planning: WL/206/00280 - 34 All Saints Lane, Nettleham, LN2 2NJ
Planning application for proposed rendering of front and rear elevations, including existing front and rear dormers, and lower ground floor sections.
(24897)
 - b) Any other planning matters, including any applications received after the agenda was published
- 8 Financial Matters
 - a) To approve accounting statements for the period ending 31/03/26
 - b) To approve the schedule of payments
 - c) To consider grant application from All Saints Church
- 9 Committee Reports



- 10 Working Groups
- 11 Parish Matters
 - a) Proposed Improvements to Play Areas at Bill Baileys and Mulsanne Park.
 - b) Request from Nettleham Junior School to host duck race along The Beck
- 12 Next meeting will be Tuesday 19th May 2026 at 7.15 pm
Items for the agenda by 13/05/26
- 13 To resolve to go into closed session in view of the confidential nature of the business to be discussed
- 14 To discuss renewal of the Bishops Meadow lease
- 15 To discuss agreement with Nettleham FC to occupy The Pavillion
- 16 To discuss and consider letter of action following damage to Council property



Minutes of the Nettleham Parish Council held at 7.15 pm at the Small Hall, Old School on 17 March 2026

Present: C. Thomas (Clerk), Cllr A. White (Chair), Cllr P. McNeill, Cllr C. Payne, Cllr D. Newsam, Cllr A. Simpson,
Cllr T. Crook, Cllr C. Johnson, Cllr P. Lidbury,
In Attendance: C. Thomas (Clerk), Cllr J. Barrett (WLDC),
Members of public present: 1

1 Public session (15 minutes) - Ref: 181

A member of the public raised a query regarding the footpath linking the MUGA to the existing path alongside the tennis courts at Mulsanne Park. Cllr D. Newsam clarified the position.

2 To receive apologies and reasons for absence - Ref: 182

Cllr F. Brown (WLDC)

3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 183

None

4 To approve draft minutes of the Parish Council Meeting held on 24/02/26 - Ref: 184

Item 10a was amended to include Reepham Parish Council.

It was resolved to approve these as a true record.

Proposed: Cllr A. White Seconder: Cllr A. Simpson For: 7 Against: 1 Abstain: 0

5 To note the Clerk to the Council's report - Ref: 185

The Clerks report was noted and in addition:

24279 - Allotments : Truelove will move the compound gates to allow access so occupation can take place once this is done and the compound itself tidied up. The soil would need preparation which would be at a cost of around £1200-£1500. Further quotes would be obtained for this work.

24597 - The Green Bye Law : Advice had been received that a Bye Law would be both expensive in it's enactment and both time consuming and expensive to prosecute under. Enforcement Officers also felt that the anti social behaviour did not meet the legal definition. The situation would be further monitored and recorded.

24670 - Listing of the Black Horse/Institute : Costs to employ a Heritage Consultant to assist with listing status would be £2100 for each listing. Enquiries would be made to establish whether the Conservation Zone offered sufficient protection.

6 Planning Matters & Applications - Ref: 186

a) WL/2026/00215 - 23 The Crescent, Nettleham, LN2 2SW - Ref: 187

Planning application to raise height of existing flat roof and installation of photovoltaic solar panels.

No objections.

b) Any other planning matters, including any applications received after the agenda was published - Ref: 188

None

7 Financial Matters - Ref: 189

a) To approve accounting statements for the period ending 28/02/26 - Ref: 190

It was resolved to approve these as a true record.

Proposed: Cllr D. Newsam Seconder: Cllr T. Crook All in favour

b) To approve the schedule of payments - Ref: 191

It was resolved to approve the Schedule of Payments totalling £25281.33

It was further resolved to pay the Wilkin Chapman invoice totalling £902.40.

Proposed: Cllr P. McNeill Seconder: Cllr D. Newsam All in favour

These are draft minutes and have not been formally approved and adopted



c) To review bank signatories - Ref: 192

It was resolved to add Cllr P.Lidbury and Cllr A. Crook as bank signatories.

8 Committee Reports - Ref: 193

a) Properties - To note the draft minutes of the meeting held on 03/03/26 - Ref: 194

Noted

b) HR - To note the draft minutes of the meeting held on 02/03/26 - Ref: 195

Noted

9 Working Groups - Ref: 196

No reports available

10 Parish Matters - Ref: 197

a) To note meeting dates 2026/27 - Ref: 198

These were noted

b) To resolve to purchase replacement SID (battery operated) - Ref: 199

It was resolved to purchase a mobile battery operated Speed Indicator Device at a cost of £1950.

11 Next meeting will be Thursday 28/04/26 at 7.15 pm - Ref: 200

Items for the agenda by 21/04/26

Meeting closed at 7.50 pm



Public Tracking Report

Allotment Software

Ref: 24279

Created: 07/08/2025

Approved at NPC meeting 24/09/24. To be considered when new allotments are available.

Bridges Across Beck - Painting

Ref: 24307

Created: 16/08/2025

Permission obtained from LCC subj to meeting spec requirements and permission obtained from Conservation Officer.
Bridge D not owned by LCC - Trying to find out who owns this.
Owner of Bridge D unknown. Likely to be landowner, riparian owner or EA/IDB
Properties Committee / Beck Working Group looking at numerous options.

Container at Mulsanne Park

Ref: 24403

Created: 17/09/2025

Base installed. Container delivered. Unable to be position due to weather and potential damage.
FM has plans in hand to re-position when ground, weather, equipment and personnel available.

Speed Reduction on A46

Ref: 24404

Created: 17/09/2025

New posts installed - awaiting installation of Slds.

Dropped Kerbs Co-Op Vicarage Lane

Ref: 24473

Created: 20/10/2025

TRO likely to be implemented shortly and dropped kerbs will be installed as part of the program when signage and yellow lining is undertaken.

Listing of the Black Horse Public House / Institute

Ref: 24670

Created: 30/01/2026

Heritage Consultant estimates £2100 for each listing
They are indeed protected being within the Nettleham Conservation Area anyway.
Listed building status would add further protection, but in all honesty, future work to a building within a conservation area would essentially be treated as though it was listed anyway in terms of planning application requirements.
If future works were proposed to either building in the future, there's always the opportunity for public comment during the consultation period if desired, and in my experience, an applicant would likely be required to carry out a heritage assessment as part of any planning application by West Lindsey District Council anyway.
There's also the risk that even if we applied for listed building status, that they might not meet listing criteria (Historic England won't just list something because someone has asked it to be, hence the significance assessment) and the focus of the listing team is apparently elsewhere at the moment, so it would likely be a very slow process even if you did apply.

Addendum from Planning Officer: A listed building has significantly stronger protection than a non-listed building within a conservation area. Under the Planning (Listed Buildings and Conservation Areas) Act 1990, any works affecting a Listed Building require Listed Building Consent, including internal alterations, and there is a strong presumption against demolition. By contrast, a non-listed building in a Conservation Area is protected primarily in terms of its external appearance and contribution to the wider area, with fewer restrictions and no control over

Protection of Grass Verge on All Saints Lane Opposite The Black Horse

Ref: 24709

Created: 18/02/2026

Land in question is owned by WLDC. To be discussed as part of PSPO.
Ongoing

Reduction of Speed Limit on A158

Ref: 24714

Created: 21/02/2026

TRO request submitted for a review of A158 between Greetwell and Sudbrooke.
Sudbrooke & Reapham PC and relevant district councillors invited to support the request.

1. Purpose

Nettleham Parish Council is committed to providing high-quality services to residents, businesses, and visitors. The Council welcomes feedback and recognises that complaints are an opportunity to improve services and procedures.

This policy sets out how complaints about the Council's administration and procedures will be handled in a fair, consistent and transparent manner.

This policy reflects guidance issued by the National Association of Local Councils and sector best practice.

2. Definition of a Complaint

A complaint is:

An expression of dissatisfaction about the Council's administration, procedures, or services, where a response or resolution is sought.

3. Scope of the Policy

This policy applies to complaints about:

- Administrative procedures
- The way in which decisions have been reached
- The standard of service provided by the Council

4. Matters Not Covered by This Policy

The Council cannot consider:

- Complaints about decisions properly taken by the Council
- Complaints about Councillor conduct
- Employee conduct issues
- Financial irregularity
- Criminal activity
- Matters subject to legal proceedings

These will be referred as follows:

Nature of Complaint Referred To

Financial irregularity External Auditor

Criminal activity Police

Councillor conduct Monitoring Officer at West Lindsey District Council

Employee conduct Disciplinary/Grievance Procedures

Service requests (e.g. reporting a maintenance issue) will not be treated as formal complaints unless there is evidence of administrative fault.

5. General Principles

- Complaints will be handled promptly, fairly and impartially
- The Council will seek to resolve issues informally where possible
- Complainants will be treated with respect and courtesy
- The Council will ensure confidentiality where appropriate
- The process will be proportionate and transparent

All complaints will be handled in accordance with relevant data protection requirements.

6. Informal Complaints

6.1 Process

Most complaints can be resolved informally.

- Complaints should be directed to the Clerk
- The Clerk will acknowledge receipt
- The Clerk will investigate and respond

6.2 Timescale

- A response will normally be provided within 20 working days
- If more time is required, the complainant will be kept informed

If the complainant remains dissatisfied, they may request escalation to the formal procedure.

7. Formal Complaints

7.1 Submission

Formal complaints must be submitted:

- In writing (letter or email)
- To the Clerk (or Chairman if the complaint relates to the Clerk)

Assistance will be provided where a complainant has difficulty submitting a written complaint.

7.2 Acknowledgement

The complaint will be acknowledged within 5 working days, confirming:

- How the complaint will be handled
- Whether it will be treated as confidential
- The next steps and indicative timescale

7.3 Investigation and Hearing

The Council will:

- Establish a Complaints Panel of at least three Members
- Ensure Members have had no prior involvement
- Appoint a Chair of the Panel

The Panel will aim to convene a hearing within 28 working days of receipt of the complaint.

7.4 Exchange of Information

- The complainant must provide supporting evidence at least 7 clear working days before the hearing
- The Council will provide any documentation it intends to rely upon within the same timeframe

7.5 The Hearing Process

At the hearing:

1. The Chair will introduce the process
2. The complainant (or representative) presents their case
3. Panel Members may ask questions
4. The Clerk/Officer may respond
5. Both parties may summarise

Both parties will then withdraw while the Panel considers the matter.

The Panel may:

- Recall parties for clarification if required

7.6 Decision

The Panel will determine:

- Whether the complaint is upheld (in full or part)
- Whether any action is required

The decision will be:

- Communicated in writing within 7 working days
- Accompanied by reasons and any actions to be taken

8. Appeal Process

If the complainant is dissatisfied with the outcome, they may appeal.

8.1 Submission

- Appeals must be submitted in writing within 5 working days
- Grounds for appeal must be clearly stated

8.2 Appeal Hearing

- Heard by a panel of Members not previously involved
- Conducted within 28 working days

8.3 Outcome

The appeal panel may:

- Uphold the original decision
- Partially uphold the appeal
- Overturn the original decision

The appeal decision is final and will be confirmed in writing.

9. Role of the Chairman

Where a complaint is submitted to the Chairman:

- The Chairman will not participate in any subsequent investigation or hearing
- An alternative Member will be appointed to ensure impartiality

10. Confidentiality

All complaints will be handled sensitively and in accordance with data protection legislation.

Information will only be shared where necessary to investigate and determine the complaint.

11. Unreasonable or Persistent Complainants

The Council recognises that, in rare cases, complainants may behave in a manner that is unreasonable or persistent.

In such cases, the Council may:

- Restrict methods of contact
- Require communication through a single point of contact
- Limit frequency of contact

The Council will:

- Notify the complainant in writing
- Explain the reasons for the decision
- Specify the duration of restrictions

Restrictions will be reviewed every 3 months and lifted where appropriate.

New complaints will always be considered on their merits.

12. Review of Policy

This policy will be reviewed annually to ensure it remains effective and compliant with best practice.

APPENDIX A - FLOWCHART

Stage 1 – Complaint Received



Is it a complaint or a service request?

- Service request → deal operationally → **END**
- Complaint → proceed



Stage 2 – Is it within scope?

- Councillor conduct → Monitoring Officer
- Staff issue → HR procedures
- Crime → Police
- Finance → External Auditor

→ If **out of scope** → signpost → **END**

→ If **in scope** → continue



Stage 3 – Informal Resolution (Clerk)

- Acknowledge complaint
- Investigate and respond (within 20 working days)



Resolved?

- YES → **END**
- NO → escalate to formal



Stage 4 – Formal Complaint

- Written complaint received
- Acknowledge within 5 days
- Panel appointed (3 Members, no prior involvement)



Stage 5 – Hearing Preparation

- Evidence exchanged (7 clear days prior)
- Hearing arranged (within 28 days)



Stage 6 – Hearing

- Complainant presents case
- Questions from panel
- Clerk/Officer response
- Panel deliberates



Stage 7 – Decision

- Written outcome within 7 days



Appeal submitted?

- NO → END
- YES → proceed



Stage 8 – Appeal

- New panel (no prior involvement)
- Hearing within 28 days



Final Decision Issued

→ END

APPENDIX B – Complaint Form Template

1. Your Details

- Full Name:
- Address:
- Postcode:
- Telephone Number:
- Email Address:

2. Complaint Details

Please provide full details of your complaint, including:

- What happened
- When it happened
- Who was involved
- Any relevant background

(Continue on a separate sheet if necessary)

3. What aspect are you complaining about?

- Administrative procedure
- Service provided
- Communication
- Other (please specify): _____

4. Have you raised this previously with the Council?

- Yes
- No

If yes, please provide details:

- Who did you contact?
- When?
- What response did you receive?



COMPLAINTS POLICY & PROCEDURE

5. Supporting Evidence

Please list any documents you are providing:

- _____
- _____
- _____

6. Desired Outcome

What would you like the Council to do to resolve your complaint?

7. Additional Information

Any other information you wish to provide:

8. Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Signed: _____

Date: _____

Submission

Please return this form to:

The Clerk

Nettleham Parish Council
Scothern Road
Nettleham
LN2 2TU

Email: clerk@nettleham-pc.gov.uk



Members' and Co-opted Members Code of Conduct

Adopted by Council – 1 November 2021

ADOPTED BY NETTLEHAM PARISH COUNCIL – 28th April 2026

November 2021

West Lindsey District Council Members' Code of Conduct

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Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a

councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

West Lindsey District Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 1. **reasonable and in the public interest; and**
 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the

matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Reviewed May 2025 – next Review May 2026

1. Purpose

Nettleham Parish Council recognises that employees may, from time to time, experience difficulties which impact on their ability to carry out their duties effectively.

This policy sets out the procedure to be followed where concerns arise regarding an employee's capability. Capability relates to an employee's ability to perform their role, including performance and attendance due to ill health.

Capability issues are distinct from misconduct and will be managed separately from the Council's Disciplinary Procedure.

This procedure is consistent with guidance issued by Acas and reflects the Council's obligations under the Equality Act 2010 and Health and Safety at Work Act 1974.

2. Scope

This policy applies to all employees of Nettleham Parish Council.

Capability is managed under two headings:

1. Performance Capability
2. Attendance Capability (Sickness Absence)

3. General Principles

- Capability matters will be handled fairly, consistently and sensitively
- The Council will seek to support employees to achieve required standards
- Informal action will be considered before formal procedures
- Employees have the right to be accompanied at formal meetings by a colleague or Trade Union representative
- Employees will have the right to appeal formal decisions
- The Council will consider and implement reasonable adjustments where appropriate
- No employee will be dismissed without a fair and reasonable process

4. Informal Stage (Pre-Procedure)

Where concerns first arise, they will normally be addressed informally through:

- Discussion of concerns
- Clarification of expectations
- Identification of support or training needs

A reasonable period will be allowed for improvement before moving to formal stages, unless the concerns are sufficiently serious to warrant immediate formal action.

SECTION A: PERFORMANCE CAPABILITY

5. Investigation

Where performance concerns persist, a proportionate investigation will be undertaken to:

- Establish the facts
- Identify underlying causes (e.g. training, workload, health)
- Confirm that expectations and targets are reasonable

The employee will be given the opportunity to explain their position.

6. Formal Procedure

Stage 1: Support, Training and Monitoring

A formal meeting will be held to:

- Explain performance concerns
- Agree measurable improvement targets
- Identify support measures (e.g. training, supervision)
- Set a review period (normally 4–12 weeks)

A written record will confirm:

- Required improvements
- Support provided
- Consequences of failing to improve

Stage 2: First Written Warning

If improvement is insufficient:

A First Written Warning will be issued, confirming:

- Nature of the performance concerns
- Required improvements
- Monitoring arrangements
- Timescale for improvement
- Consequences of failure to improve further

Duration: Normally active for 6 months

Stage 3: Final Written Warning

If performance remains below standard:

A Final Written Warning will be issued, confirming:

- Ongoing concerns
- Final opportunity to improve
- Clear warning that failure may result in dismissal

Duration: Normally active for 12 months

Stage 4: Dismissal

If sufficient improvement is not achieved or sustained:

A formal hearing will be convened. This will:

- Be conducted by a panel of members not previously involved
- Allow the employee to be accompanied
- Consider all evidence, including support provided and adjustments made

Possible outcomes:

- Dismissal with notice
- Extension of monitoring (in exceptional circumstances)

7. Misconduct vs Capability

Where there is evidence that poor performance is due to wilful refusal, negligence or deliberate non-compliance, the matter may be considered under the Disciplinary Procedure.

Any such decision will:

- Be clearly justified
- Be communicated in writing
- Not be made without appropriate evidence

SECTION B: ATTENDANCE CAPABILITY (SICKNESS ABSENCE)

8. General Approach

The Council will:

- Maintain appropriate contact during absence
- Seek medical advice where necessary
- Consider reasonable adjustments
- Support a return to work wherever practicable

9. Short-Term Absence

Where there is a pattern of frequent short-term absences:

A review meeting will be held to:

- Explore reasons for absence
- Identify any underlying issues
- Consider support or adjustments

If concerns persist, the formal capability procedure may be invoked.

10. Long-Term Absence

Long-term absence is normally defined as absence exceeding 4 weeks (28 days).

Stage 1: Initial Review

The Council will:

- Establish the reason for absence
- Maintain regular contact
- Assess the likelihood of return

Stage 2: Medical Assessment

Where the return to work is uncertain:

The Council will:

- Seek consent to obtain a medical report or Occupational Health advice (in line with the Access to Medical Reports Act 1988)
- Review medical evidence
- Assess fitness for work and prognosis

If consent is refused, decisions may be made based on available information.

Stage 3: Review and Options

The Council will consider:

- Medical advice
- Reasonable adjustments
- Phased return
- Alternative duties or redeployment (where available)

Stage 4: Outcome

Possible outcomes include:

- Return to work (with or without adjustments)
- Redeployment (if suitable roles exist)
- Dismissal on grounds of capability due to ill health

Dismissal will only occur where:

- Medical evidence indicates no reasonable prospect of return within an acceptable timeframe
- All reasonable adjustments have been considered
- A fair process has been followed

11. Reasonable Adjustments

Where a disability is identified or suspected, the Council will:

- Proactively assess appropriate adjustments
- Consult with the employee
- Review adjustments regularly

12. Appeals

An employee may appeal against:

- First Written Warning
- Final Written Warning
- Dismissal

Appeals must:

- Be submitted in writing within 5 working days
- State the grounds of appeal

Appeals will be heard by a panel of members not previously involved.

Possible outcomes:

- Uphold the original decision
- Reduce or revoke the decision

The outcome will be confirmed in writing and is final.

13. Confidentiality

All matters under this policy will be treated as confidential and handled in accordance with data protection requirements.



Nettleham Parish Council

STANDING ORDERS

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1. RULES OF DEBATE AT MEETINGS

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

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Mandatory for Full Council meetings	●
Mandatory for Committee meetings	●
Mandatory for 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 15 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 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 Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak or seek permission to speak using some other form of communication via use of the virtual/ remote meeting software.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - 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 Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

- s 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.

- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- u **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.

- v **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.

- w A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office. 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.**
- b **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- c **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.**
- d **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- e **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- f **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- g **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- h **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- i Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair 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 Chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. ADVISORY COMMITTEES AND WORKING GROUPS

- a The Council may appoint advisory committees or working groups comprised of a number of councillors and non-councillors
- b Advisory committees and working groups and any sub-committees may consist wholly of persons who are non-councillors.

8. 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 5 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 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. VOTING ON APPOINTMENTS

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

10. 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 7 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 10(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 10(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 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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.

12. 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.**

13. 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 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair 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 Chair 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 their 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.

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a

meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest

- c **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.
- d A decision as to whether to grant a dispensation shall be by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- e 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.
- f Subject to standing orders 14(c) and (e), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

4A dispensation may be granted in accordance with standing order 14(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.**

15. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. 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;

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. 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;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;
(see also standing order 25);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 25).

17. 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.

18. 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.

19. 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. 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.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the 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.**

20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the HR Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the Chair of the or if they are not available, the vice-Chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The HR Committee 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 are subject to approval by resolution by the HR Committee. The Clerk and a member of the HR Committee shall conduct the annual appraisal of all other staff, or the Clerk and the Facilities Manager will conduct the annual appraisal of the Village Handymen if instructed to do so by resolution of the HR Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk shall contact the Chair or in their absence, the vice-Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- 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 Chair or vice-Chair of the Council, this shall be communicated to another member of the HR Committee. Which shall be reported back and progressed by resolution of the HR Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21. RESPONSIBILITIES TO PROVIDE INFORMATION

(See also standing order 23).

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). (See also standing order 12).

- 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 their 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.**

23. 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.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16(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 27(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. ~~This and above is applicable to a Council without a common seal~~**

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

26. 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.

27. 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 3 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 Chair of a meeting as to the application of standing orders at the meeting shall be final.



NETTLEHAM
Parish Council

FINANCIAL REGULATIONS 2025

Adopted 21st May 2025

NETTLEHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting on 21ST May 2024

Items in bold are legal requirements and cannot be removed, amended or suspended.

1. General

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

1.6. **The council must not delegate any decision regarding:**

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

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall

sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:

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

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions;
or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a

forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk / Facilities Manager shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices of contract opportunities and the publication of notices.**
- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk/RFO/FACILITIES MANAGER shall seek at least three fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk/RFO/FACILITIES MANAGER shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases up to £2,000 the clerk/RFO/FACILITIES MANAGER shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

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

- the Clerk/RFO/FACILITIES MANAGER, under delegated authority, to authorise and incur expenditure for day to day expenses up to £500 (per item) excluding VAT. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) in conjunction with the Chairman of the council or appropriate committee can authorise expenditure up to £500 for repairs, renewals or maintenance and this will be reported to the next appropriate council and appropriate committee retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) can authorise emergency or time related expenditure up to £1,000 and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerks absence), in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- the council for all items over £5,000;
- In the interest of speed and efficiency the relevant committee may authorise the Facilities Manager/Clerk to spend up to a specified limit for miscellaneous work to be done with regard to numerous lower cost items such as tree and shrub work and routine maintenance. A Purchase Order should then be issued on the basis of best value up to an amount pre-authorized by the committee within their authorisation limits and budgetary constraints with an approved contractor. The contractor's invoice for the contracted amount should include an identified list of tasks carried out. If the work exceeds the authorised limit set by the committee then further authorisation should be sought from the committee. The Facilities Manager/Clerk should consult with the Chair of that committee or the Chair of the Parish Council if any doubt exists as to the decision. The order placed should be ratified at the next committee meeting. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

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

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk 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}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by two Councillors. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic Payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque Payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members or one member and the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment Cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. 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.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float account of up to £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of Salaries and Allowances

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

- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and Investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made by the end of September and March of each financial year..
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments Under Contracts for Building or Other Construction Works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and Equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. 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.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO (with the Facilities Manager) shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, Properties and Estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. 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.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. 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.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and Revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk / Facilities Manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk / Facilities Manager in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk / Facilities Manager in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Nettleham Parish Council

Accounting Statements

Financial Year Ending 31st March 2026

Period Ending 31st March 2026

Month 12

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION							
1176 PRECEPT RECEIVED	210,000	210,000	0			100.0%	
1184 ADM - INCOME MISC	635	300	(335)			211.6%	
1196 ADM - INTEREST REC'D	12,980	10,000	(2,980)			129.8%	
ADMINISTRATION :- Income	223,615	220,300	(3,315)			101.5%	0
1101 ADM - STAFF SALARIES	136,056	122,270	(13,786)		(13,786)	111.3%	
1104 ADM - CONTRACTOR COSTS	5,440	4,500	(940)		(940)	120.9%	
1108 ADM - TRAINING	1,532	2,000	468		468	76.6%	
1109 ADM - STAFF TRAVEL	0	50	50		50	0.0%	
1114 ADM - ELECTRICITY	0	1,803	1,803		1,803	0.0%	
1116 ADM - CLEANING MATERIALS	62	40	(22)	28	(51)	226.8%	
1117 ADM - CHAIRMAN'S ALL	100	250	150		150	40.0%	
1119 ADM - IT MANAGEMENT	9,542	10,000	458		458	95.4%	
1120 ADM - MISC EST COSTS	307	400	93		93	76.8%	
1121 ADM - TELEPHONE/BROADBAND	3,254	2,832	(422)		(422)	114.9%	
1122 ADM - POSTAGE	0	100	100		100	0.0%	
1123 ADM - PRINT/STATIONERY	408	1,000	592	193	398	60.2%	
1124 ADM - SUBSCRIPTIONS	989	900	(89)		(89)	109.9%	
1125 ADM - INSURANCE	5,790	5,169	(621)		(621)	112.0%	
1126 ADM - PROP. REPORTS	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	301	632	331		331	47.6%	
1129 ADM - ADVERTISING	887	500	(387)		(387)	177.4%	
1130 ADM - OFFICE EQUIPMENT	1,812	1,000	(812)		(812)	181.2%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	0	609	609		609	0.0%	
1154 ADM - VILLAGE HALL LOAN	8,103	3,782	(4,321)		(4,321)	214.3%	
1157 ADM - AUDIT FEES	3,378	1,500	(1,878)		(1,878)	225.2%	
1158 ADM - BANK FEES	324	295	(29)		(29)	109.8%	
1162 ADM - S137 GRANTS	0	155	155		155	0.0%	
1163 ADM - LEGAL EXPENSES	2,291	1,000	(1,291)		(1,291)	229.1%	
1164 ADM - GRANTS GENERAL	10,796	1,000	(9,796)		(9,796)	1079.6%	7,500
1165 ADM - CLIMATE CHANGE INITIATIV	163	2,000	1,837		1,837	8.2%	
ADMINISTRATION :- Indirect Expenditure	191,535	164,137	(27,398)	222	(27,620)	116.8%	7,500
Net Income over Expenditure	32,079	56,163	24,084				
6000 plus Transfer from EMR	7,500	0	(7,500)				
Movement to/(from) Gen Reserve	39,579	56,163	16,584				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 OLD SCHOOL							
1281 OS-SMALL ROOM	15,442	13,500	(1,942)			114.4%	
1282 OS-LARGE ROOM	18,208	15,000	(3,208)			121.4%	
1283 OS-KITCHEN	1,111	500	(611)			222.1%	
1284 OS-MISC INCOME	0	37	37			0.0%	
1285 OS-STORAGE INCOME	453	250	(203)			181.2%	
OLD SCHOOL :- Income	35,214	29,287	(5,927)			120.2%	0
1204 OS-CONTRACTOR COSTS	8,195	4,000	(4,195)		(4,195)	204.9%	
1212 OS-WATER	597	503	(94)		(94)	118.8%	
1214 OS-ELECTRICITY	8,061	1,962	(6,099)		(6,099)	410.9%	
1215 OS-GAS	2,963	3,000	37		37	98.8%	
1216 OS-CLEANING MATERIAL	645	400	(245)	320	(565)	241.3%	
1219 OS-PERFORMING RIGHTS	58	60	2		2	96.7%	
1220 OS-MISCELLANEOUS	841	50	(791)	28	(818)	1736.6%	
1231 OS-ADVERTISING	0	300	300		300	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	2,247	2,000	(247)		(247)	112.3%	
1240 OS-REFUSE COLLECTION	741	900	160		160	82.3%	
1253 OS-LOAN REPAYMENTS	0	4,322	4,322		4,322	0.0%	
OLD SCHOOL :- Indirect Expenditure	24,347	17,497	(6,850)	348	(7,198)	141.1%	0
Net Income over Expenditure	10,867	11,790	923				
103 BURIAL GROUNDS							
1381 BG-INCOME	11,750	13,000	1,250			90.4%	
BURIAL GROUNDS :- Income	11,750	13,000	1,250			90.4%	0
1312 BG-WATER RATES	101	74	(27)		(27)	135.8%	
1320 BG-MISCELLANEOUS	0	21	21		21	0.0%	
1336 BG-GRASS CUTTING	2,683	3,321	638		638	80.8%	
1337 BG-ROUTINE MAINTENANCE	796	500	(296)		(296)	159.3%	
1342 BG-TREE MAINTENANCE (DONT USE)	0	1,030	1,030		1,030	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	3,580	4,946	1,366	0	1,366	72.4%	0
Net Income over Expenditure	8,170	8,054	(116)				
104 ALLOTMENTS							
1481 ALL-INCOME	16	30	14			53.3%	
ALLOTMENTS :- Income	16	30	14			53.3%	0
1412 ALL-WATER RATES	180	250	70		70	71.8%	
1413 ALL-RENT	40	53	13		13	75.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1420 ALL-MISCELLANEOUS	752	0	(752)		(752)	0.0%	
1437 ALL-ROUTINE MAINTENANCE	0	500	500	9	491	1.9%	
1438 ALL-ELECTRICITY	0	230	230		230	0.0%	
ALLOTMENTS :- Indirect Expenditure	972	1,033	61	9	52	95.0%	0
Net Income over Expenditure	(956)	(1,003)	(47)				
105 VILLAGE/PARISH FACILITES							
1503 VF -TRAVEL ALLOW - F/STAFF	180	250	70		70	72.2%	
1504 VF-CONTRACTOR COSTS	5,075	1,000	(4,075)	710	(4,785)	578.5%	
1505 VF - WORKS VEHICLE	4,559	4,200	(359)		(359)	108.5%	
1512 VF-WATER RATES	101	75	(26)		(26)	134.4%	
1514 VF-ELECTRICITY	15	0	(15)		(15)	0.0%	
1519 VF-PERFORMANCE RIGHTS	155	165	10		10	94.2%	
1520 VF-MISCELLANEOUS	41	550	509		509	7.4%	
1521 VF - SPEED REDUCTION	5,121	2,500	(2,621)		(2,621)	204.8%	
1532 VF - COMMUNITY EVENTS	0	600	600		600	0.0%	
1533 VF-CHRISTMAS TREE COSTS	1,431	2,060	629		629	69.5%	
1534 VF-FLORAL DISPLAYS	2,129	2,000	(129)		(129)	106.4%	
1535 VF-BECK AMENITY	1,600	0	(1,600)		(1,600)	0.0%	
1536 VF-GRASS CUTTING	3,821	5,800	1,979		1,979	65.9%	
1537 VF-ROUTINE MAINTENANCE	4,255	908	(3,347)	32	(3,379)	472.2%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	515	515		515	0.0%	
1540 VF-REFUSE COLLECTION	507	88	(419)		(419)	576.5%	
1541 VF-WEED SPRAYING	1,722	2,000	278		278	86.1%	
1542 VF-TREE MAINTENANCE	8,380	8,045	(335)		(335)	104.2%	
1544 VF-TREE MAINTENANCE (DONT USE	0	515	515		515	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	2,321	2,600	279		279	89.3%	
1551 VF-VILLAGE SEATS - MAINTENANCE	1,100	1,000	(100)		(100)	110.0%	
1564 VF - DEFIBRILATOR	183	170	(13)		(13)	107.8%	
1565 VF - PPE EQUIPMENT	490	300	(190)	99	(289)	196.4%	
1566 VF - TOOLS /SUNDRIES	4,239	1,500	(2,739)	66	(2,805)	287.0%	
1567 VF - OLD QUARRY PROJECT	0	200	200		200	0.0%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	47,425	37,041	(10,384)	907	(11,292)	130.5%	0
Net Expenditure	(47,425)	(37,041)	10,384				
106 MULSANNE PARK							
1681 MP-GROUND LETTINGS	10,635	9,400	(1,235)			113.1%	
1682 MP-PAVILION LETTINGS	1,173	1,600	428			73.3%	
1684 MP-MISC INCOME	1,049	500	(549)			209.8%	
MULSANNE PARK :- Income	12,857	11,500	(1,357)			111.8%	0

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1604 MP-CONTRACTOR COSTS	30,612	3,000	(27,612)		(27,612)	1020.4%	31,809
1612 MP-WATER RATES	1,710	1,200	(510)		(510)	142.5%	
1614 MP-ELECTRICITY	4,154	1,911	(2,243)		(2,243)	217.4%	
1615 MP-GAS	1,551	2,260	709		709	68.6%	
1616 MP-CLEANING MATERIALS	484	500	16	628	(612)	222.4%	
1619 MP-PERFORMING RIGHTS	364	500	136		136	72.8%	
1620 MP-MISCELLANEOUS	0	200	200		200	0.0%	
1621 MP-TELEPHONE	401	350	(51)		(51)	114.5%	
1636 MP-GRASS CUTTING	4,880	4,250	(630)		(630)	114.8%	
1637 MP-ROUTINE MAINT/REPAIRS	644	2,000	1,356		1,356	32.2%	
1639 MP-SECURITY	324	187	(137)		(137)	173.3%	
1640 MP-REFUSE COLLECTION	421	1,236	815		815	34.0%	
1641 MP-WEED SPRAYING	0	510	510		510	0.0%	
1642 MP-TREE MAINTENANCE (DONT US	0	1,000	1,000		1,000	0.0%	
1660 MP-SPORTS ASSOCIATION	825	0	(825)		(825)	0.0%	
MULSANNE PARK :- Indirect Expenditure	46,369	19,104	(27,265)	628	(27,893)	246.0%	31,809
Net Income over Expenditure	(33,513)	(7,604)	25,909				
6000 plus Transfer from EMR	31,809	0	(31,809)				
Movement to/(from) Gen Reserve	(1,704)	(7,604)	(5,900)				
<u>107 BISHOPS PALACE SITE</u>							
1712 BP - WATER	18	60	42		42	30.8%	
1713 BP - RENT	230	280	50		50	82.1%	
1736 BP - GRASS CUTTING	1,528	2,000	472		472	76.4%	
1737 BP - ROUTINE MAINTENANCE	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE (DONT	0	1,000	1,000		1,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	1,776	3,840	2,064	0	2,064	46.3%	0
Net Expenditure	(1,776)	(3,840)	(2,064)				
<u>109 PARISH OFFICE</u>							
1912 PO-WATER	228	300	72		72	76.0%	
1914 PO-ELECTRICITY	4,000	0	(4,000)		(4,000)	0.0%	
PARISH OFFICE :- Indirect Expenditure	4,228	300	(3,928)	0	(3,928)	1409.4%	0
Net Expenditure	(4,228)	(300)	3,928				
<u>112 THE SWATHE</u>							
2036 TS - GRASS CUTTING	106	300	194		194	35.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2037 TS - ROUTINE MAINT/REPAIRS	735	300	(435)		(435)	245.1%	
2038 TS - RENT	0	100	100		100	0.0%	
2042 TS - TREE MAINTENANCE (DONT	0	500	500		500	0.0%	
THE SWATHE :- Indirect Expenditure	841	1,200	359	0	359	70.1%	0
Net Expenditure	(841)	(1,200)	(359)				
<u>120 LCC - GRASS CUTTING</u>							
12086 HIGHWAY VERGES-INCOME	6,712	3,000	(3,712)			223.7%	
LCC - GRASS CUTTING :- Income	6,712	3,000	(3,712)			223.7%	0
12036 HIGHWAY VERGES-GRASS CUTTING	9,055	10,882	1,827		1,827	83.2%	
LCC - GRASS CUTTING :- Indirect Expenditure	9,055	10,882	1,827	0	1,827	83.2%	0
Net Income over Expenditure	(2,343)	(7,882)	(5,539)				
<u>130 CAPITAL EXPENDITURE</u>							
13004 SECTION 106 EXPENDITURE	124	0	(124)		(124)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	124	0	(124)	0	(124)		0
Net Expenditure	(124)	0	124				
<u>131 CAPITAL INCOME</u>							
13125 INCOME - CIL	12,783	0	(12,783)			0.0%	12,783
CAPITAL INCOME :- Income	12,783	0	(12,783)				12,783
Net Income	12,783	0	(12,783)				
6001 less Transfer to EMR	12,783	0	(12,783)				
Movement to/(from) Gen Reserve	0	0	0				
<u>201 FIELDPATHS</u>							
2120 FP-MISCELLANEOUS	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	1,512	2,215	703		703	68.3%	
FIELDPATHS :- Indirect Expenditure	1,512	2,415	903	0	903	62.6%	0
Net Expenditure	(1,512)	(2,415)	(903)				
Grand Totals:- Income	302,946	277,117	(25,829)			109.3%	
Expenditure	331,764	262,395	(69,369)	2,114	(71,483)	127.2%	
Net Income over Expenditure	(28,819)	14,722	43,541				
plus Transfer from EMR	39,308	0	(39,308)				
less Transfer to EMR	12,783	0	(12,783)				
Movement to/(from) Gen Reserve	(2,293)	14,722	17,015				

Summary Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION						
	Income	223,615	220,300	(3,315)			101.5%
	Expenditure	191,535	164,137	(27,398)	222	(27,620)	116.8%
	Net Income over Expenditure	<u>32,079</u>	<u>56,163</u>	<u>24,084</u>			
	plus Transfer from EMR	7,500	0	(7,500)			
	Movement to/(from) Gen Reserve	<u>39,579</u>	<u>56,163</u>	<u>16,584</u>			
102	OLD SCHOOL						
	Income	35,214	29,287	(5,927)			120.2%
	Expenditure	24,347	17,497	(6,850)	348	(7,198)	141.1%
	Movement to/(from) Gen Reserve	<u>10,867</u>	<u>11,790</u>	<u>923</u>			
103	BURIAL GROUNDS						
	Income	11,750	13,000	1,250			90.4%
	Expenditure	3,580	4,946	1,366		1,366	72.4%
	Movement to/(from) Gen Reserve	<u>8,170</u>	<u>8,054</u>	<u>(116)</u>			
104	ALLOTMENTS						
	Income	16	30	14			53.3%
	Expenditure	972	1,033	61	9	52	95.0%
	Movement to/(from) Gen Reserve	<u>(956)</u>	<u>(1,003)</u>	<u>(47)</u>			
105	VILLAGE/PARISH FACILITES						
	Expenditure	47,425	37,041	(10,384)	907	(11,292)	130.5%
106	MULSANNE PARK						
	Income	12,857	11,500	(1,357)			111.8%
	Expenditure	46,369	19,104	(27,265)	628	(27,893)	246.0%
	Net Income over Expenditure	<u>(33,513)</u>	<u>(7,604)</u>	<u>25,909</u>			
	plus Transfer from EMR	31,809	0	(31,809)			
	Movement to/(from) Gen Reserve	<u>(1,704)</u>	<u>(7,604)</u>	<u>(5,900)</u>			
107	BISHOPS PALACE SITE						
	Expenditure	1,776	3,840	2,064		2,064	46.3%
109	PARISH OFFICE						
	Expenditure	4,228	300	(3,928)		(3,928)	1409.4%
112	THE SWATHE						
	Expenditure	841	1,200	359		359	70.1%
120	LCC - GRASS CUTTING						
	Income	6,712	3,000	(3,712)			223.7%
	Expenditure	9,055	10,882	1,827		1,827	83.2%
	Movement to/(from) Gen Reserve	<u>(2,343)</u>	<u>(7,882)</u>	<u>(5,539)</u>			
130	CAPITAL EXPENDITURE						
	Expenditure	124	0	(124)		(124)	0.0%
131	CAPITAL INCOME						
	Income	12,783	0	(12,783)			0.0%
	less Transfer to EMR	12,783	0	(12,783)			
	Movement to/(from) Gen Reserve	<u>(12,783)</u>	<u>0</u>	<u>0</u>			
201	FIELDPATHS						
	Expenditure	1,512	2,415	903		903	62.6%
	Grand Totals:- Income	302,946	277,117	(25,829)			109.3%
	Expenditure	331,764	262,395	(69,369)	2,114	(71,483)	127.2%
	Net Income over Expenditure	<u>(28,819)</u>	<u>14,722</u>	<u>43,541</u>			
	plus Transfer from EMR	39,308	0	(39,308)			
	less Transfer to EMR	12,783	0	(12,783)			
	Movement to/(from) Gen Reserve	<u>(2,293)</u>	<u>14,722</u>	<u>17,015</u>			



BANK RECONCILIATION AND CASH POSITION

31st March 2026

Account balance as at 31/03/26		
	Co Op Current Account	6614.04
	Co Op 14 Day Account	1.06
	Unity Current Account	7707.40
	Unity Savings Account	25509.06
	Charity Bank	100000.00
	Redwood Bank	120000.00
	Hinckley & Rugby BS	100010.00
	Total Funds as at 31/01/26	359841.56
General Reserves	3 months running costs	70013
Earmarked Reserves		
	322 Mulsanne Park	28562.00
	323 Old School	22026.00
	326 Bill Bailey's Capital Projects	35104.00
	328 Play Equipment	89338.00
	329 Tennis Courts	28360.00
	333 Memorial Safety	7555.00
	334 Village Beck	
	335 Burial Ground Extension	21243.00
	336 Permissive Paths	3207.00
	337 Election Cost	4500.00
	338 Legal Costs	3500.00
	339 Tree Work Reserve	21420.00
	340 Minster Fields	3000.00
	341 EMR CIL -COMM INFRASTR LEV	31527.00
	342 Old School wall	47814.00
	343 Reactive speed signs (maint)	540.00
	Total reserves	347696.00
	REMAINING FUNDS	-57867.44



Nettleham
Parish Council

Analysis of Investments and Cash Holdings

As at 31st March 2026

Bank	Account Type	Amount	Interest	Potential Interest PA
Co Op	Instant Access Savings	1.06	1.06%	0.01
Unity	Instant Access Savings	25509.06	1.95%	497.43
Charity Bank	1 year fixed (to 21 Aug 26)	100000.00	3.61%	3610.00
Redwood Bank	95 day notice	120000.00	3.50%	4200.00
Hinckley & Rugby	90 day notice	100010.00	2.80%	2800.28
		345520.12		11107.72

Unity Bank	Current Account	7707.40
Co Op Bank	Current Account	6614.04
		14321.44

359841.56

All banks are protected up to £125,000 per bank



Analysis of Payments Made

March 2026

Date	Ref	Payee Name	Total	Detail
09/03/2026	CB624	YU Energy Retail Ltd	2283.68	YU Energy
09/03/2026	CB625	YU Energy Retail Ltd	1853.91	YU Energy
09/03/2026	CB626	YU Energy Retail Ltd	1525.67	YU Energy
09/03/2026	CB627	YU Energy Retail Ltd	2901.09	YU Energy
23/03/2026	CB646	PENINSULA	203.32	Peninsula
31/03/2026	CB647	Unity Trust Bank	12.25	Service charge
02/03/2026	CB628	AW WAVE	18.49	AW Wave - BG
02/03/2026	CB629	AW WAVE	18.49	AW WAVE - Green
02/03/2026	CB630	AW WAVE	41.19	AW WAVE
02/03/2026	CB631	AW WAVE	192.97	AW WAVE - O/S
02/03/2026	CB632	EXECUTIVE CLEANING	665	Exec Cleaning - Feb
04/03/2026	CB636	ALAN BOSWELL INS.	721.36	Boswell - van insurance
05/03/2026	CB633	Co-operative Bank	13.82	Bank Fees
09/03/2026	CB635	BT	197.16	BT
09/03/2026	CB637	██████████	375	██████████ - plot
11/03/2026	CB634	OCTOPUS ENERGY LTD.	466.94	Octopus - MP
12/03/2026	CB641	AMAZON	25.98	Amazon - rake
13/03/2026	CB642	AMAZON	24.99	Amazon - digging fork
13/03/2026	CB643	AMAZON	66.36	Amazon - rakehoe
17/03/2026	CB638	AW WAVE	23.13	AW WAVE - allotments
17/03/2026	CB639	AW WAVE	182.42	AW WAVE - MP
18/03/2026	CB640	AW WAVE	59.85	AW WAVE - PO
19/03/2026	CB644	VATIX	61.32	VATIX
20/03/2026	CB645	FLEETDRIVE MANAGEMENT	367.19	Electric Van Hire
23/03/2026	WAGES	DATAPLAN PAYROLL LTD	11355.35	Dataplan - March salaries
23/03/2026	CB648	EE	121.18	EE
23/03/2026	CB649	PERSONNEL ADVICE &	120	Personnel Advice
23/03/2026	PEN	Pension Contributions	719.26	Interactive Investor
23/03/2026	CB652	AMAZON	12.57	Amazon - wall plate
23/03/2026	CB653	AMAZON	30.79	Amazon - patio cleaner
26/03/2026	CB650	Grass Mats	231.84	Mats for table tennis
26/03/2026	CB654	WILKIN CHAPMAN ROLLITS	902.4	Wilkin Chapman - land
31/03/2026	CB651	DATAPLAN PAYROLL LTD	78.95	Dataplan - payroll fees
			25873.92	

This report should be read in conjunction with the Schedule of Payments



Schedule of Payments

April 2026

Invoice Date	Ref	Supplier	Nett	VAT	Total
17/03/2026	619	ESPO	62.80	12.56	75.36
10/03/2026	620	SISDRILL	7082.50	1416.50	8499.00
22/03/2026	621	TUCANN	102.00	20.40	122.40
26/03/2026	622	ACTIVE8	30.73	6.15	36.88
31/03/2026	624	EXECUTIVE CLEANING	1020.00	0.00	1020.00
31/03/2026	625	LINC WEB DESIGN	171.00	0.00	171.00
31/03/2026	626	KRINKELLS	1269.50	253.90	1523.40
31/03/2026	627	██████████	250.00	0.00	250.00
TOTAL INVOICES			9988.53	1709.51	11698.04

09/03/2026	CB624	YU Energy Retail Ltd	2174.93	108.75	2283.68	YU Energy
09/03/2026	CB625	YU Energy Retail Ltd	1765.63	88.28	1853.91	YU Energy
09/03/2026	CB626	YU Energy Retail Ltd	1453.02	72.65	1525.67	YU Energy
09/03/2026	CB627	YU Energy Retail Ltd	2762.94	138.15	2901.09	YU Energy
02/03/2026	CB628	AW WAVE	18.49	0.00	18.49	AW Wave - BG
02/03/2026	CB629	AW WAVE	18.49	0.00	18.49	AW WAVE - Green
02/03/2026	CB630	AW WAVE	41.19	0.00	41.19	AW WAVE
02/03/2026	CB631	AW WAVE	192.97	0.00	192.97	AW WAVE - O/S
02/03/2026	CB632	EXECUTIVE CLEANING	665.00	0.00	665.00	Exec Cleaning - Feb
05/03/2026	CB633	Co-operative Bank	13.82	0.00	13.82	Bank Fees
11/03/2026	CB634	OCTOPUS ENERGY LTD.	389.12	77.82	466.94	Octopus - MP
09/03/2026	CB635	BT	164.30	32.86	197.16	BT
04/03/2026	CB636	ALAN BOSWELL INS.	721.36	0.00	721.36	Boswell - van insurance
09/03/2026	CB637	██████████	375.00	0.00	375.00	██████████ - plot
17/03/2026	CB638	AW WAVE	23.13	0.00	23.13	AW WAVE - allotments
17/03/2026	CB639	AW WAVE	182.42	0.00	182.42	AW WAVE - MP
18/03/2026	CB640	AW WAVE	59.85	0.00	59.85	AW WAVE - PO
12/03/2026	CB641	AMAZON	21.65	4.33	25.98	Amazon - rake
13/03/2026	CB642	AMAZON	20.83	4.16	24.99	Amazon - digging fork
13/03/2026	CB643	AMAZON	55.30	11.06	66.36	Amazon - rakehoe
19/03/2026	CB644	VATIX	51.10	10.22	61.32	VATIX
20/03/2026	CB645	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19	Electric Van Hire
23/03/2026	CB646	PENINSULA	171.02	32.30	203.32	Peninsula
31/03/2026	CB647	Unity Trust Bank	12.25	0.00	12.25	Service charge
23/03/2026	CB648	EE	100.98	20.20	121.18	EE
23/03/2026	CB649	PERSONNEL ADVICE &	100.00	20.00	120.00	Personnel Advice
26/03/2026	CB650	Grass Mats	193.20	38.64	231.84	Mats for table tennis
31/03/2026	CB651	DATAPLAN PAYROLL LTD	65.79	13.16	78.95	Dataplan - payroll fees
23/03/2026	CB652	AMAZON	10.47	2.10	12.57	Amazon - wall plate
23/03/2026	CB653	AMAZON	25.66	5.13	30.79	Amazon - patio cleaner
26/03/2026	CB654	WILKIN CHAPMAN ROLLITS	752.00	150.40	902.40	Wilkin Chapman - land
23/03/2026	PEN	Pension Contributions	719.26	0.00	719.26	Interactive Investor
23/03/2026	WAGES	DATAPLAN PAYROLL LTD	11355.35	0.00	11355.35	Dataplan - March salaries
			24982.52	891.40	25873.92	

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

NETTLEHAM PARISH COUNCIL
GRANT & DONATIONS APPLICATION FORM

Name of Organisation

ALL SAINTS CHURCH NETTLEHAM

The Group's address & contact details

Room 19/20, Nettleham Community Hub, 1 East Street, Nettleham, LN2 2SL

Amount of Grant Requested

£5000 (equivalent to approximately 50% of the cost of the works to the clock)

Purpose of the Grant

To contribute towards the cost of repainting and regilding the dials and hands on the two clocks on the tower of All Saints church. This work is part of the current larger tower repair project which is likely to cost around £365,000.

How will the Parish residents benefit from the grant & how many?

The clock dials and hands are in poor condition and it is difficult to make out the time from Church Street, the Green and High Street. The refurbishment will resolve this problem, benefiting all residents of, and visitors to, the village.

How much does it cost to run the group per year?

Have you received funding from any other body in the past year?

Is the group/organisation a registered charity?

Yes: Charity number 1187862

Do you have paid officers?

No

Any further comments in support of this grant application?

(Please tick the following, as appropriate).

I enclose a copy of the organisation's latest accounts along with any other relevant information.

I agree that the information provided can be shared with Parish Council staff and Councillors.

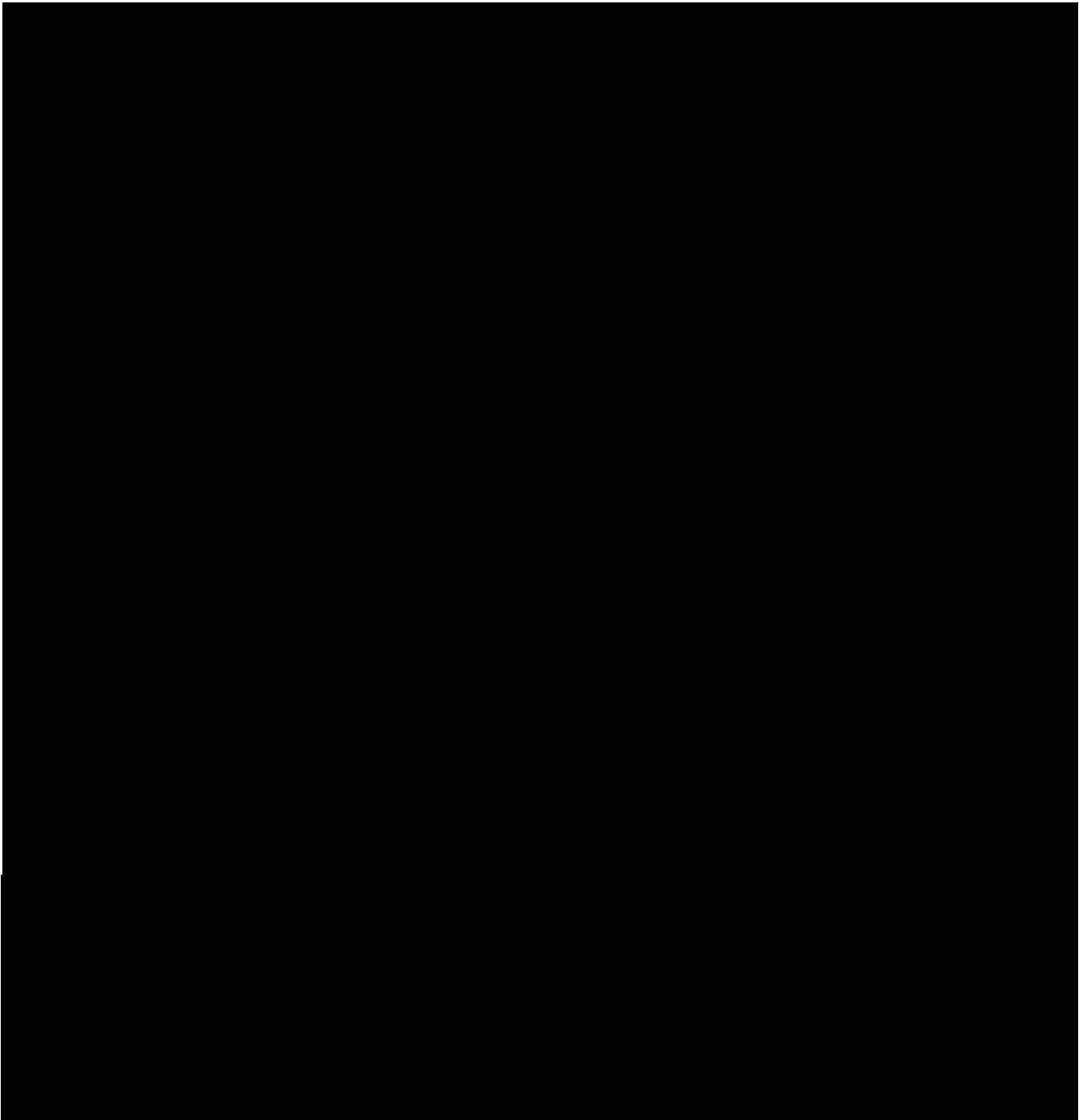
I agree the information provided can be held electronically and in paper format, by the Parish Council

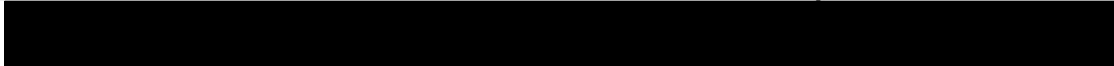
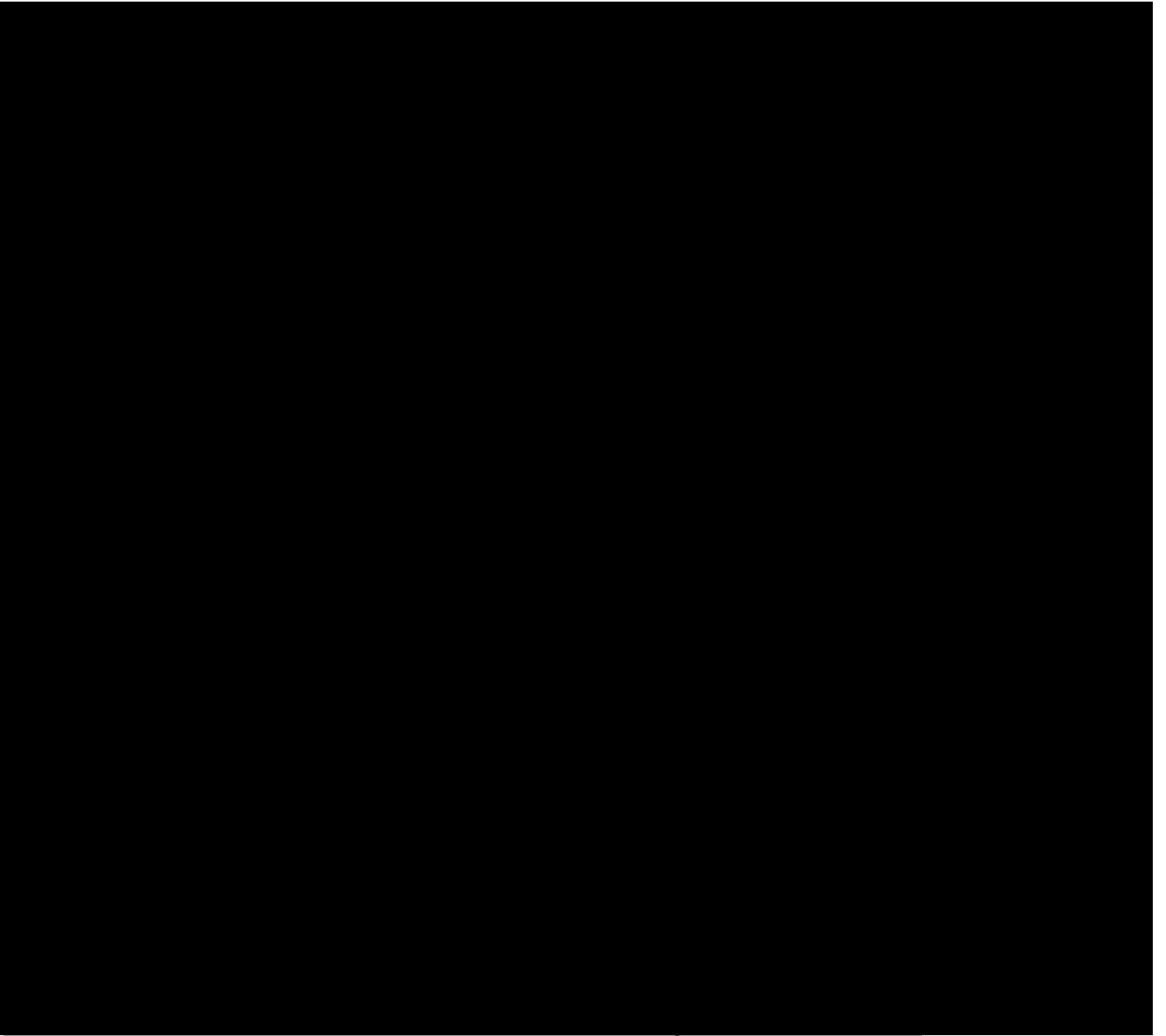
Signature:.....  ..Your Full Name:.....  ..

Position you hold in the group/organisation..... Treasurer..... Date: 7.4.26

FOR OFFICE USE

Date received..... Meeting Date..... Decision..... Minute Ref.....





The notes on pages 3, 4 and 5 form part of this account.

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2025

1. ACCOUNTING POLICIES

Basis of preparation

The Parochial Church Council (PCC) is a public benefit entity within the meaning of the 2015 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)). The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions.

This is the first year that the accounts have been prepared using the accrual accounting method and this has resulted in the significant year-on-year variation in the legacy income.

Incoming Resources

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to use the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

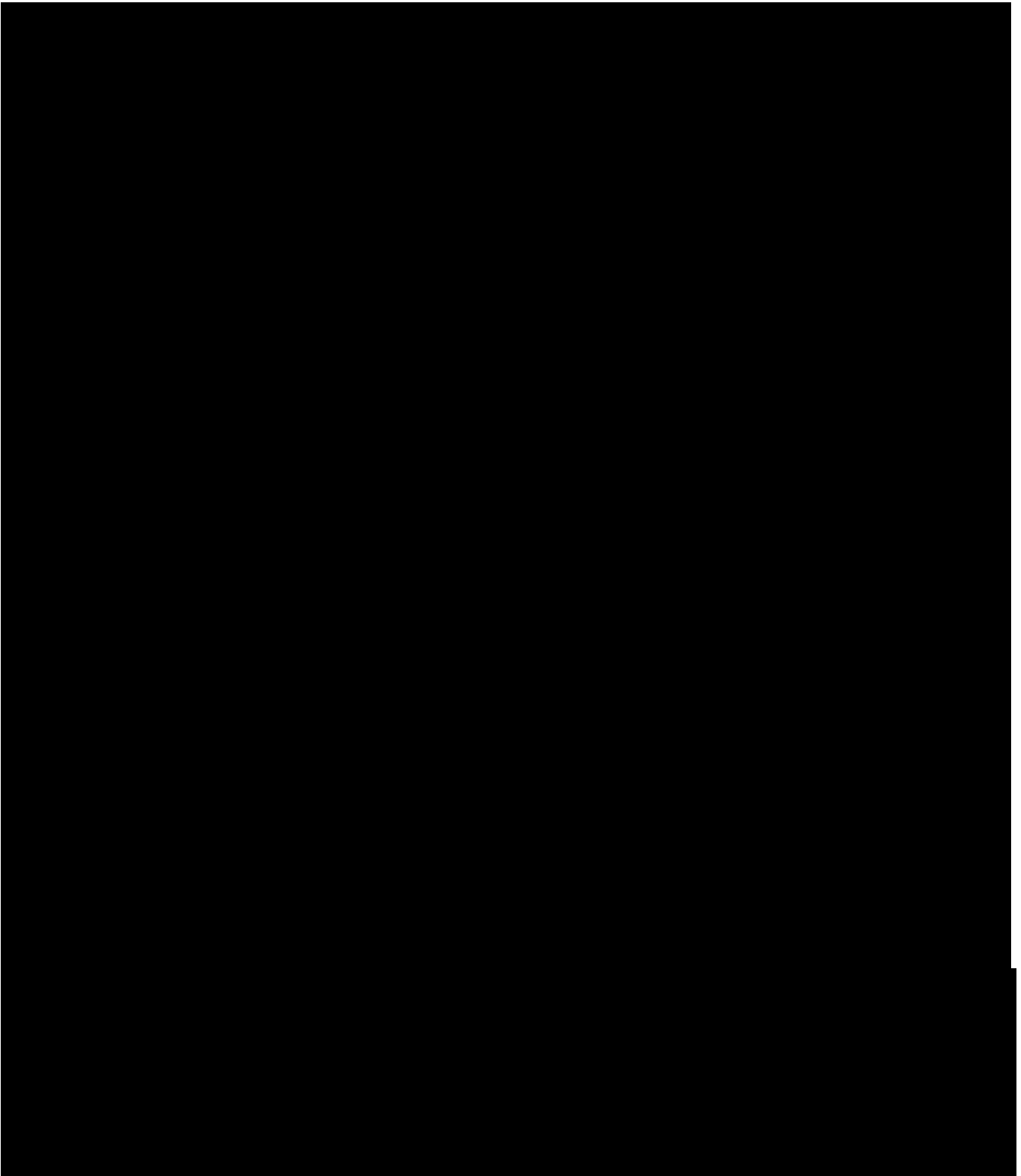
Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected at any reasonable time.

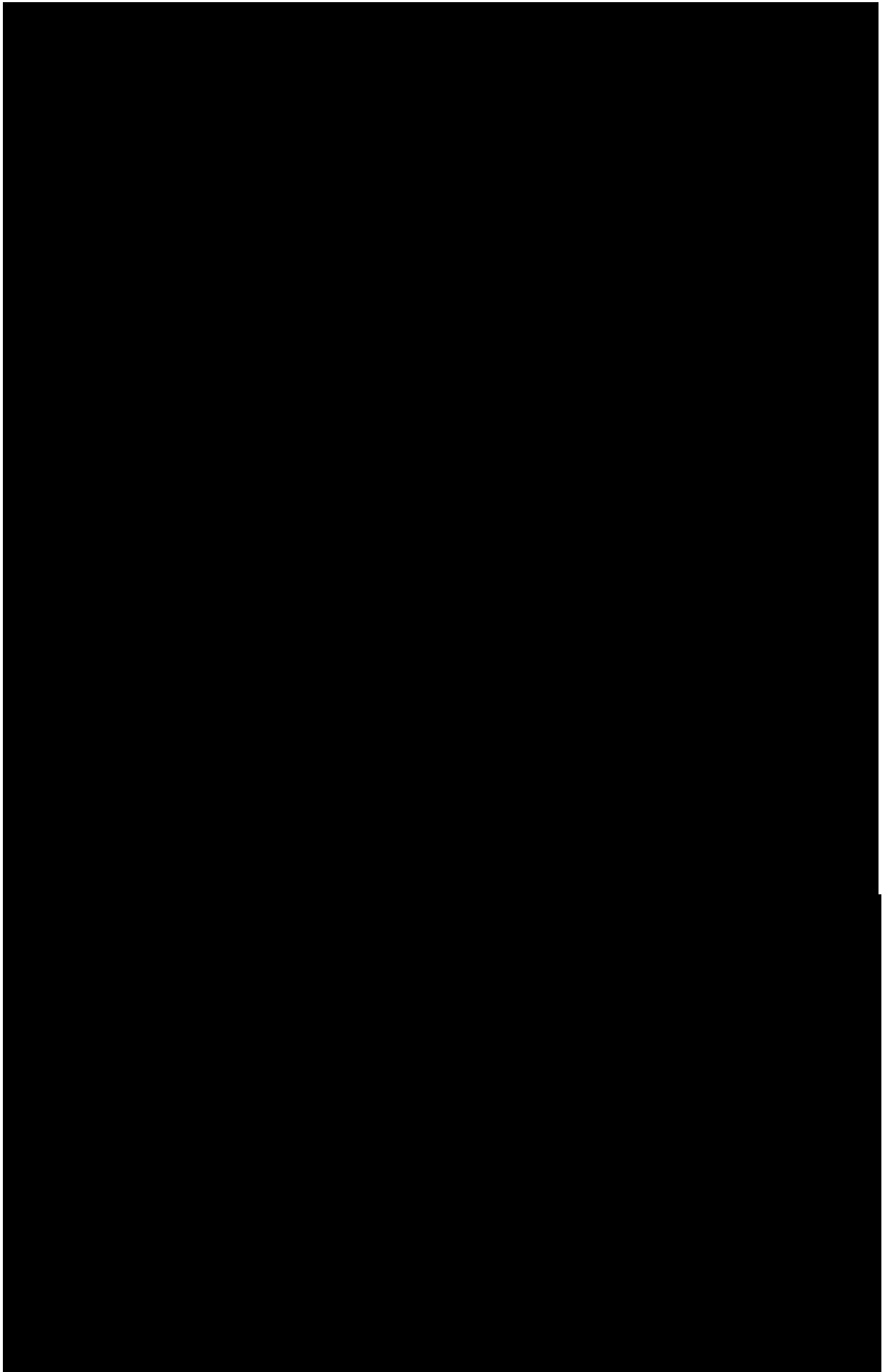
Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowments is to be used either as restricted or unrestricted income funds depending on the purpose for which the endowment was originally established.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor; and (b) revenue donations or grants for a specific PCC activity intended by the donor.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.





Proposed improvements to Bill Baileys and Mulsanne Park

I have split this project into 3 distinct parts, so we can compare the figures for each part, which is new Sports Wall Goals in BB to replace the existing goals, a Sports Wall Goal at Mulsanne Park and new items into the junior play area at BB, with two different options, Roundabout and Net Climber or a Play Tractor. The original proposal agreed last year was with a potential cost of £65/£85k, but the actual cost is likely to be a maximum of £55k, including replacing both goals at BB.

The quotes were based on the original brief agreed late last year but following further discussions and the village inspection last week, there may be an opportunity to improve the play areas further, especially at Mulsanne Park, which may help to drive users to MP where parking facilities are better.

There is an opportunity to either place the Play Tractor at MP at an additional cost of around £20k and put the Roundabout and Net Climber at BB, or to place a Roundabout and Net Climber at MP and place the Play Tractor at BB, again an additional cost of approximately £20k

The suppliers contacted are Wicksteed and HAGS, who can supply all equipment except the Play Tractor, AXO who can supply the goal ends and Flights of Fantasy who are the only supplier that can supply the Play Tractor.

Hags can complete the whole project for £53,500 which includes 18.8% discount, Wicksteed can complete the whole project for £49,850, but the goals do not look as good as either HAGS or AXO.

The Play Tractor from Flights of Fantasy would cost £19,850 if we bought the Massey Ferguson Tractor that they have in stock. A Tractor to order would be £21,050 plus any options.

AXO could supply Goals for both BB & MP for a cost of £26,508

The additional opportunity at MP would cost an additional £20k

Original Brief

Option 1 – HAGS All Equipment - £53,500

Option 2 – Wicksteed All Equipment - £46,426

Option 3 – AXO Goals + Play Tractor - £46,358

Option 4 – AXO Goals and HAGS Roundabout and Net Climber - £54,466

Option 5 – AXO Goals and Wicksteed Roundabout and Net Climber - £53,378

Option 6 – HAGS Goals and Play Tractor - £57,376

Option 7 – Wicksteed Goals and Play Tractor - £51,770

Updated with extra Equipment for MP

Option 1 – HAGS All Equipment + Play Tractor - £53,500+£19,850 = £73,350

Option 2 – Wicksteed All Equipment + Play Tractor £46,426 + £19,850 = £66,276

Option 3 – AXO Goals + Play Tractor + HAGS RB and NC - £69,084

Option 4 – AXO Goals and HAGS RB and NC and Tractor- £74,316

Option 5 – AXO Goals and Wicksteed RB and NC and Tractor - £73,288

Please note

The HAGS Goal at MP includes 40 SQm of new Surfacing

The AXO Goal at BB includes 13.5 SQm of new Surfacing

All the Goals at BB will be placed on the existing surface

Tractor, Roundabout and Net Climber could be placed in a combination at either BB and MP

No Discounts included for part HAGS or Wicksteed Roundabout and Net Climber.

The final quote for the Play Tractor is dependant on a site visit

Bill Baileys Goals (exc VAT)

Hags – Arena Indiana x 2 with Cricket Panel on existing plastic grass

Each at £8705.61 =	£17,411.22
Carriage @ 6%	£1045.67
Security est 9%	£1661.10
Total	£20,117.99
Total with 18% Discount	£16,496.75
Utah Extra Wide Option	+ £1417.81

Wicksteed – Goal End on existing plastic grass

Each at £8,494.32 x 2	£16,988.64
Security and Carriage (aprox 10%)	£1,699.00
Total	£18,687.64
Total with Discount (aprox 19%)	£17,005.75

Axo – Goal End on existing grass

Each at £8465.00 or 2 at £7616.50	£15,233.00
Removal, Repair and Security	£1,050.00
Carriage	£750.00
Total	£17,033.00
Option	
Plastic Grass to cover existing Matting	£5,945.00
Total with new artificial grass covering	£22,978.00

Bill Baileys – Play Area

Hags – Roundabout and Net Climber

Roundabout	£12,265.69
4m Net Climber	£12,046.00
Carriage @ 6%	£1458.70
Security est approx 9%	£2187.99
Total	£27,958.38
With Discount (18%)	£22,925.88

Wicksteed – Roundabout and Net Climber

Roundabout	£9,061.25
2.2m Net Climber	£10,170.00
Grass Mat Flooring	£5,716.08
Carriage @ 4%	£769.25
Security est approx 6%	£1154.00
Total	£26,870.00
With Discount (19%)	£21,765.17

Flights of Fantasy Play Tractor

Supply and Install MF Tractor	£16,550.00
Grass Matting	£1,800.00
Carriage	£1,000.00
Sundries (est)	£500.00
Total	£19,850.00
Tractor to Order – Additional £1,200+options	£21,050.00

Mulsanne Park Goal (exc VAT)

Hags – Arena Indiana with Cricket Panel on existing plastic grass

Each at £8705.6 =	£8,445.61
Surface Conicave 40m2	£6,692.21
Carriage @ 6%	£908.27
Security est 9%	£1,362.40
Total	£17,408.49
Discount 18%?	£14,274.96

Wicksteed – Goal End

Goal & Installation	£8,494.32
Surface Plastic Grass	£2,584.62
Carriage	£468.75
Security & Amenities	£1,685.60
Total	£13,232.69
Total with Discount	£11,748.71

Axo – Goal End with Goal mouth Mat (13.5sm)

Each	£8,085.00
Rubber Mat Protection	£660.00
Carriage	£750.00
Total	£9,475.00

Additional Park Area Opportunities at Mulsanne Park

Play Tractor	£19,850.00
HAGS Roundabout and Net Climber	£22,926.00 (Inc Disc)
Wicksteed Roundabout and Net Climber	£21,765.00 (Inc Disc)

Clerk

From: [REDACTED]
Sent: 21 April 2026 13:09
To: Clerk
Subject: Request for Permission to Host School Duck Race Event

Dear Members of the Parish Council,

I hope this message finds you well.

I am writing on behalf of Nettleham C of E Junior School and our School Council, who are keen to organise a community-focused fundraising event in the form of a duck race along the local beck during the upcoming summer term. This initiative has been proposed and led by our pupils, who are enthusiastic about raising funds for school projects while engaging positively with the local community.

We are seeking the Parish Council's permission to host this event and would greatly appreciate your guidance on the requirements and procedures we would need to follow to ensure it is conducted safely, responsibly, and in line with any local regulations.

We fully understand the importance of safeguarding both participants and the environment. To that end, we have already prepared risk assessments covering both children working in and around the beck, as well as the overall management of the event. These documents can be shared with you for review at your convenience.

The event would take place during the school day in the summer term, under close adult supervision, and with clear safety measures in place. Our aim is to create a well-organised, low-impact event that reflects positively on the school and the wider community.

We would be very grateful for any advice, conditions, or permissions required from the Parish Council to allow this event to go ahead. If needed, we would be happy to attend a meeting or provide further details to support our request.

Thank you for considering our proposal. We look forward to your guidance and hope to work collaboratively to make this a safe and enjoyable event for all involved.

Yours faithfully,

[REDACTED]

Year 6 Teacher

School Council Lead