

Innsworth Parish Council

Agenda/summons

For meeting to be held on 28th November 2025 at 6.30pm at

Imjin Station Community Centre, GL3 1HW

1.	Welcome
2.	Attendance to be recorded as (Anticipated as Parish Councillors David Hale, Dona Jiji John, Lel Tyrell, Ploy Culley, Rhiannon Evans, Julie Evans Rojina Pradhan Ra, Kevin Sherwood Graham Bocking) And members of the public County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Rai
3.	Apologies for absence received from Parish Councillors to be recorded (LGA1972 s85) . Parish Councillors who have not attended a parish council meeting within 6 months and have not given apologies which have been accepted by Council and recorded as such, are subject to the 6 month rule- see briefing note
4.	Council to approve the standing orders as per NALC model standing orders 2025 noting that not all Bold print containing legal and statutory requirements are currently in the standing orders held on file
5.	Council to invite declarations of Interest related to items in the agenda
6.	Council to approve the minutes of the meeting held on 5th November 2025
7.	Council to approve the precept for 26/27
8.	Council to approve release of reserves held for Nepali Language scheme - £500 as agreed on 29th September 2023, pending written request from project being received by Clerk
9.	Council to invite reports from County and Borough Councillors
10.	Council to invite public participation for a period of 15 minutes or at the discretion of the Chair of the meeting, after which members of the public are invited to remain to listen to the following agenda items
11.	Council have agreed to provide a Party providing activities for residents within the parish on December 13th 2025 within a £5k budget. <ul style="list-style-type: none">• Council are asked to agree further details which were not available at the meeting held on 5th November 2025• Council are asked to revoke some decisions already taken subject to standing orders 6 month rule – Proposal to suspend standing orders will be required to do so See attached supporting papers
12.	Council to note the dates for meetings of the Council at Imjin Station Community Centre meetings start at 6.30pm on 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays)
13.	Close of meeting

Draft minutes
Extra ordinary meeting held on 5th November 2025 at 7pm at
Innsworth Community Hall
GL3 1AU

1.	Welcome
2.	Attendance recorded as Parish Councillors David Hale, Dona Jiji John, Lel Tyrell, Ploy Culley, Rhiannon Evans, Julie Evans And 3 members of the public Parish Councillors, Rojina Pradhan Ra County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Rai
3.	Apologies for absence received from Parish Councillors accepted and recorded (LGA1972 s85) Parish Councillors Kevin Sherwood Graham Bocking Councillors to note the 6 month rule – Parish Councillors must attend at least one Council meeting every 6 months
4.	Council invited declarations of Interest related to items in the agenda - none
5.	Council approved the minutes of the meeting held on 26th September 2025 with attendance amendments
6.	Council approved the payment list/financial reports as attached Council approved the independent internal auditor as Iain Selkirk
7.	Council invited public participation, suggestions included <ul style="list-style-type: none"> • Elderly participation • Bingo • Access for disabled -safe space • Separation of activities from refreshments • CRB check if santa • Military wives Choir • Seating in the hall • Risk assessment
8.	Council agreed to provide a Party providing activities for residents within the parish on December 13th 2025 as outlined on the plan attached any other additional items to be confirmed at PC Meeting on 28/11/25 such as Bingo prizes, CRB check, Santa, an extra room, <ul style="list-style-type: none"> • council approved budget of £5k Vire of funds from reserves to be agreed at next meeting Council agreed to add 2 members of the public to the working party Clerk to confirm our policy will cover volunteers Council thanked Cllr Ploy Culley for preparing the plan.
9.	Council agreed to approve the budget precept for 26/27 at the next meeting
10.	Council noted the dates for meetings of the Council (Imjin Station Community Centre has been requested), meetings start at 6.30pm on 28/11/25, 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays)
11.	Close of meeting 19.35

Briefing note

Where apologies have been received prior to the meeting and have been recorded as accepted by Council, the 6 month rule does not apply. However where no apologies have been received, accepted and recorded, The “6 month rule applies” and Councillors immediately cease to be Parish Councillors.

STANDING ORDERS 2025 UPDATE

Based on National Association of Local Councils (NALC) model standing orders including

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

Bold print contain legal and statutory requirements.

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 they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are 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.

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.

MEETINGS GENERALLY including:

Full Council meetings

Committee meetings

Sub-committee meetings

a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting

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 3 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 (except when a person has a disability or is likely to suffer discomfort)

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.

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

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

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

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

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

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

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

be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

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. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

vii. 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;

- viii. shall determine if the public may participate at a meeting of a committee;
- ix. 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;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

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

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

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment; xiv. Confirmation of arrangements for insurance cover in

respect of all insurable risks; xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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 2 members of the committee or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

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 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

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.

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 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 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.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;*

- ii. to move to a vote;*

- iii. to defer consideration of a motion;*

- iv. to refer a motion to a particular committee or sub-committee;*

- v. to appoint a person to preside at a meeting;*

- vi. to change the order of business on the agenda;*

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

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.

DRAFT MINUTES

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved

for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the

draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they 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 this 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.

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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

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

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

• serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

• Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

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

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. facilitate inspection of the minute book by local government electors;

v. receive and retain copies of byelaws made by other local authorities;

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;

(see also standing order 23);

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments

to be made by the Council in accordance with its financial regulations;

xiv. refer a planning application received by the Council to the Council within five working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

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.

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 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 7 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.

FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;*
- ii. the assessment and management of financial risks faced by the Council;*
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;*
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and*
- v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.*

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;*

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

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.*
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair 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 chair of the Council and the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council (Confidential business)*
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair and 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 Council (confidential business)*

e 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.

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

RESPONSIBILITIES TO PROVIDE INFORMATION See also standing order 21.

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

b. If gross annual income or expenditure (whichever is higher) does not exceed £25,000 The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning 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.

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.

EXECUTION AND SEALING OF LEGAL DEEDS See also standing orders 15(b)(xii) and (xvii).

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

b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

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

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.

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 2 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.

Budget against actual and draft precept/budget

<u><i>budget against actual</i></u>	<u><i>budget</i></u>	<u><i>actual</i></u>	<u><i>balance</i></u>	<u><i>Proposed</i></u> <u><i>26 to 27</i></u>	<u><i>tax base</i></u>
<i>income</i>					
<i>precept</i>	21000	21000	0	34000	25/26 845.23 = £24.85
<i>cil</i>		0	0		26/27 tax base not yet available
<i>wayleave</i>		0	0		
<i>interest on money manager</i>		680	680		
<i>grant income</i>		0			
<i>vat refund</i>		129	129		
	<u>21000</u>	<u>21809</u>	<u>809</u>	<u>34000</u>	
<i>expenditure</i>					
<i>employment costs</i>	14352	8131	6221	15000	
<i>ers ni</i>	3000	736	2264	1471	
<i>play area</i>	9000	792	8208	9000	
<i>website</i>	700	100	600	700	
<i>training</i>	200	0	200	200	
<i>payroll costs</i>	200	165	35	200	
<i>subscriptions</i>	600	670	-70	700	
<i>bank charges</i>	100	62	38	100	
<i>burial ground</i>		0	-255	300	
<i>grass cutting</i>	3600	1816	1784	3600	
<i>insurance</i>	1200	0	1200	1200	
<i>room hire</i>	500	0	500	500	
<i>defibrillator</i>			0	500	
<i>audit</i>	500	375	125	500	
<i>total expenditure from precept</i>	33952	12848		33971	
<i>expenditure from reserves</i>					

<i>community events</i>		0	0	5000	
<i>play area floor surface</i>				24000	
<i>play equipment</i>		0	0		
<i>defibrillator</i>		2315			
<i>dog and waste bins</i>		0	250	250	
<i>grants</i>		1450	250	1000	
<i>notice boards</i>		625	250	625	
<i>bus shelter/ seats</i>		0	288	300	
<i>balance from reserves</i>	-12427				
<i>expenditure from reserves</i>		4390		31175	
<i>total expenditure</i>	21525	17238	20849	41469	
		-8131			
		9106			

This means that the Council is using its reserves for capital expenditure and community events- the reserves will stand at £41k if Council sets the precept to meet its day to day expenditure £33971. Any precept set at a lower level will use the reserves and will not fund major projects such as MUGA

		2024	2025	25/26
<u>reserves reconciliation</u>				<i>already spent</i>
<i>play parks</i>		20000	24100	
<i>street furniture</i>		20000	18492	-625
<i>grants and donations</i>		5500	8080	-1450
<i>contingency</i>		5000	5000	
<i>muga</i>		10000	10000	
<i>defib</i>				-2315
<i>NDP</i>		5000	5000	
<i>IT</i>		1000	1000	
<i>election</i>		3500	3500	
<i>general</i>		17170	6862	
<i>bank balance at year end</i>		87170	82034	

*Christmas Party Plan presented by Working Party and agreed at November
5th Full Council Meeting and further decisions needed to be taken by Full
council*

	Christmas Party 2025 total Budget £5k agreed by Council 5/11/25	agreed by PC –Where there is no date , the item must be agreed on 28 th Nov	cost agreed	insurance confirmed	invoice received	invoice paid	risk analysis
date	Saturday 13th December	05/11/2025					
time	1 to 4pm	05/11/2025					
venue	hall and meeting room and studio BOOKED 10.30 to 5.30- capacity for building 136	05/11/2025	192 plus extra hours	PL yes		420	limit capacity- Entry to be monitored by volunteer - Julie
	pre event check	tba					Julie/Ploy
	risk assessment, slips, falls etc	tba					Julie
	first aid	tba					qualified? Where?
car park	emergency access only	tba					bollards to close car park off except for emergency access
entrance	capacity of hall confirmed 96						named lead organiser for room to ensure capacity not exceeded
	safeguarding - age of unaccompanied minors - over 18's	tba					Julie on door
	entry points	tba					front door only
	evacuation points	tba					fire evacuation plan as per venue- lead officers
	no alcohol policy						security?
volunteers	5 volunteers	tba					written policy
	1 in kitchen						kitchen- ploy
	1 on door						front door- julie
	hall activities	tba					1
	studio activites	tba					2
	meeting room	tba					3
music	cd's -hall license covers	tba					ploy to change music
activities - main hall	cheltenham bouncy castle	05/11/2025	1238.4	PL yes		1054.8	
	magin forest bouncy castle	05/11/2025					floor space,
	toddler soft play set up	05/11/2025					moving between activites
	toddler creative learning centre	05/11/2025					adult supervision

	large inflatable ball pond	05/11/2025					
	double axe throwing game	05/11/2025					
	giant buzzer and frustration game	05/11/2025					
	12 tressle tables	05/11/2025					
	traditional adult high striker	05/11/2025					
	Cheltenham Face Painting invoice on way	05/11/2025	210	yes			PL insurance received
craft activities-adult/child activities	budget agreed by pc	05/11/2025	300				volunteer needed to oversee all craft activities
	colour your own christmas post cards	tba					adult/child activity
	decorate christmas ornament	tba					adult/child activity
	reindeer food	tba					adult/child activity
	write letters to sant	tba					adult/child activity
santa	photo no details	05/11/2025					Santa-DBS check
	only children accompanied by adults	05/11/2025					where situated?
	presents- choc bars						allergies
3-elves	"Lost Children"-	tba					3-volunteers
	appropriate adults? Volunteers	05/11/2025	-	-	-	-	CRB-/DBS check, plan, jumpers, volunteers
santa hats	200 adult/200 child	05/11/2025	114.4				how distributed?
studio	capacity 25 - seats used to limit numbers						Signs to inform focus of room
	adult bingo	tba					lead volunteer
	prizes x10	tba	60				resources
	bingo machine/cards	tba	?				resources
meeting room	capacity 15-signs	tba					Signs to inform focus of room
	sit and sip - quiet area for refreshments	tba					
	over 18's only in kitchen						ploy
refreshments							Ploy
	food as per list/availability	05/11/2025	1074.8				How to pay – chq/reimbursement
	cloths etc	05/11/2025	15				cleaning up
	plates, table decs etc	05/11/2025	103.45				
	drink dispensers	05/11/2025					

	hot water boiler	05/11/2025					
	allergy control						labelling, cross contamination, temp control
publicity	banners	05/11/2025	17.4				blue tac to doors as per venue policy
	flyers	05/11/2025	31				delivery to school/food bank by Ploy
	bunting	05/11/2025					
clean up	volunteers	tba					disposal of rubbish
Storage of resources		tba					
			£3,164				

Red -critical

Orange to be decided by Council

5th November plan agreed by Insurance Company

Risks to be highlighted- over-reliance on 2 lead volunteers, security of building, purchase of food, storage of resources