

Monday 25<sup>th</sup> April 2022 starting at 7.30pm

**Breachwood Green Village Hall, Chapel Rd, Breachwood Green, SG4 8NX**

To Cllrs: D Bennett, J Chamberlin, J Graziano, P Harman, B James, A King (Chair), M Mulgrew

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Lisa Lathane, Clerk to the Council, 19<sup>th</sup> April 2022



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## AGENDA

1. To receive and accept apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
  - a. To receive a presentation from District Councillors (5 minutes allowed).
  - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 28<sup>th</sup> March 2022.
5. Matters arising from minutes of 28<sup>th</sup> March 2022 not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. To consider co-option of applicants to the council
8. Review and adoption of:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Training and Development Policy
9. To agree date and arrangements for Annual Meeting of Kings Walden Parish
10. Queen's Platinum Jubilee Celebration
11. Agreement of Parish Council Meeting Dates
12. Airport.
  - a. Update on Disposal of Wigmore Valley Park
13. Finance and Risk:
  - a. To authorise non-contractual payments and note payments to date.
14. Planning:
  - a) To receive and consider responses to planning applications.
  - b) To note decisions and appeals.
  - c) To consider any other planning matters pertinent to the Parish Council.
15. Matters for future consideration.

### Next scheduled meetings:

- Parish Council meeting: Monday 16<sup>th</sup> May 2022 19:30
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## Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 28<sup>th</sup> March 2022 at 7.30pm

Councillors: Paul Harman, Brenda James, Joe Graziano, Amanda King (Chair)

In attendance: the clerk and RFO, Lisa Lathane, and 23 members of public

### 11.1 (Agenda 1) To receive apologies for absence.

1. Cllr Chamberlin and Cllr Mulgrew both sent apologies due to work commitments.
2. Cllr Bennett sent apologies due to ill health.
3. Members **AGREED** to accept the apologies.

### 11.2 (Agenda 2) Chairman's remarks.

Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.

### 11.3 (Agenda 3) Public participation.

None until item 11.4 (Agenda 12).

### 11.4 (Agenda 12) Planning

Members **AGREED** to move Planning up the agenda to allow members of public to leave after discussing Baileys Farm Close.

1. Members of the public expressed their views / concerns regarding the Baileys Farm Close planning applications.
2. The business owner of the development at Baileys Farm Close came and addressed the meeting:
  - The site is definitely not to be a Waste Transfer Station. The site is to be for the business, Cube Metals [www.cubemetalsco.uk](http://www.cubemetalsco.uk) which needs to relocate.
  - The company makes architectural metalwork; railings and gates etc.
  - They are currently based on a farm at Harefield Grove Estate, Harefield, Uxbridge UB9 6JY.
  - The buildings that have been demolished were taken down because there was a fire and were unsafe.
  - In regards to traffic post construction, some days there might be 5/6 deliveries on rigid-base flatbed lorries which could be 18/36 tonnes. Other days there won't be any deliveries.
  - There will be 10 employees on site, 5 in the workshop and 5 will be in the office.

### 11.5 (Agenda 4) To adopt the minutes of the parish council meeting held on 28th February 2022.

The minutes were adopted, and the chairman was authorised to sign.

### 11.6 (Agenda 5) Matters arising from minutes of 28th February 2022 not covered elsewhere.

None.

### 11.7 (Agenda 6) To receive the clerk's report including an update on ongoing projects.

3. The clerk presented a verbal update on her report.
  - a. Zip Wire: The new zip wore has been kindly fitted by Joe Beavis. The seat is now a bit too low so the clerk will request that it is raised.
  - b. Kissing Gate for Ley Green Play Area: the gate has been delivered to Cllr Chamberlin ready for installation.
  - c. Youth Club:
    - i. The Youth Club is reopening on the 29<sup>th</sup> March.



- ii. An assistant for Andrew Spyrou has been found who is DBS checked and has experience working with children.
- iii. The disabled toilet needs to be emptied of the shed parts that are currently in there.
- iv. The Youth Hut has had a deep clean ahead of the reopening.

**11.8 (Agenda 7) Review and adoption of new Code of Conduct**

Members **RESOLVED** to adopt the proposed Code of Conduct.

**11.9 (Agenda 8) Review of Asset Register**

1. An updated Asset Register was presented by the Clerk to the meeting. The new benches and kissing gate have been added.
2. Members **AGREED** the amendments.

**11.10 (Agenda 9) To consider the planting of trees at the Village Hall**

1. Cllr Graziano has had another delivery of 250 free trees. There are five varieties available: oak, hazel, hawthorn, blackthorn and willow.
2. It was **AGREED** that the clerk will ask residents if they would like a free tree via social media and the email database.
3. Gaps in the perimeter of the Recreation Ground will be filled in with trees but it was decided not to plant in front of the Village Hall as it is unclear where amenities run.

**11.11 (Agenda 10) Airport**

1. Airport Consultation:
  - a. The Clerk presented a draft response to the Luton Rising Airport Consultation.
2. Update on the Disposal of Wigmore Valley Park:
  - a. The Friends of Wigmore Valley Park have expressed an interest in bidding for the Asset of Community Value, as such the full moratorium period is not considered to be in full effect.
  - b. The Moratorium dates are as follows:
    - Commencement of initial moratorium: 07/03/2022
    - Close of initial moratorium: 19/04/2022
    - Commencement of Full Moratorium: 07/03/2022
    - Closure of full moratorium: 08/09/2022 at 17:00
    - Start of protected period: 07/03/2022
    - Close of protected period: 08/09/2023
3. Members **AGREED** the consultation response to **Strongly Oppose** the proposed expansion, with discussed amendments. The response can be seen in Annex 1.
4. Members **AGREED** to respond to the Moratorium by asking how much Luton Rising will be paying for the land.
5. Members **AGREED** to liaise with Offley Parish Council regarding their response to the Moratorium Period.

**11.12 (Agenda 11) Finance and Risk**

1. Payments made were **NOTED** and approved. Payments can be seen in annex 2.
2. Members **AGREED** the hourly rate for the new Youth Worker.

**11.13 (Agenda 13) Matters for future consideration.**

Jubilee Celebrations, Training Courses for Councillors.

The meeting closed at 9.06pm

**Next scheduled meetings:** Parish Council meeting: Monday 25th April 2021 19:30



## ANNEX 1

### Luton Airport Expansion Plan Consultation 8th Feb to 4th April 2022.

**5) Which of the following best reflects the extent to which you support or oppose the expansion of London Luton Airport? Please select one option: Strongly support, Slightly support, Neutral, Slightly oppose, **Strongly oppose**, Don't know. Please provide us with the reasons for your response.**

#### 1. No credible business case

- The impact of the Covid-19 pandemic, Brexit and the Climate Crisis has reduced the need and desire for more flights.
  - People are choosing to travel less for pleasure
  - Business travel has declined significantly as businesses have got used to online meetings, saving time and money on unnecessary flights and hotels etc.
  - The UK has become less attractive to European Union economic migrants so there is less demand for flights to and from these destinations

#### 2. Noise.

- Noise was the main issue reported by residents in a survey Kings Walden Parish Council conducted this month to canvas residents' views on the proposed airport expansion plans. Noise was a problem for residents in 2019; expansion would inevitably lead to more noise. Residents have reported:
  - Regularly disrupted sleep
  - Not being able to hear conversations in person or on the phone
  - Difficulties caused by noise when working from home (which is now the norm for many)
  - Noise negatively impacting on their enjoyment of leisure time in their homes, gardens and out walking
  - Noise disturbs wildlife which in turn disturbs residents
- The World Health Organisation (WHO) Environmental Noise Guidelines October 2018 states that, 'Environmental noise is an important public health issue, featuring among the top environmental risks to health. It has negative impacts on human health and well-being.' In the section on aircraft noise, it states, '*For average noise exposure, the GDG strongly recommends reducing noise levels produced by aircraft below 45 dB Lden., as aircraft noise above this level is associated with adverse health effects. Strong For night noise exposure, the GDG strongly recommends reducing noise levels produced by aircraft during night time below 40 dB Lnight., as night-time aircraft noise above this level is associated with adverse effects on sleep.*' The NHS reports that, *regular poor sleep puts you at risk of serious medical conditions, including obesity, coronary heart disease and diabetes – and it shortens your life expectancy (<https://www.nhs.uk/live-well/sleep-and-tiredness/why-lack-of-sleep-is-bad-for-your-health/>)*



- In the first lockdown the lack of noise from ground operations was noticeable. A second, closer terminal will bring even more constant noise closer to residents
- Noise monitoring carried out in Breachwood Green in 2019 showed that even the newer, supposedly quieter, Neo aircraft were not in fact quieter over Breachwood Green. Also, measuring average noise hides the noisy spikes that can be more disruptive.
- Double glazing, offered to those who live within particular noise contours, will not help on a hot summer's day when people will want to have their windows open or when wanting to spend time outside in the garden / countryside.
- The noise from aircrafts isn't the only issue, they cause vibrations within houses directly under the flight path.
- The airport cannot control the modernisation of fleets and noise levels will increase during the coming years not decrease if the number of flights increase by the 40% envisaged by the plan.
- Your proposals discuss fixed noise monitors being in place in certain villages after expansion. We feel a fixed noise monitor needs to be in place in Breachwood Green NOW, for Luton Rising to fully understand the impact of noise pollution that the village already experiences.

### *3. Environmental Concerns.*

- Kerosene planes are bad for the environment. No one has yet come up with a greener alternative that is commercially viable.
- Residents complain about the smell of aviation fuel, and the air quality in the areas surrounding the airport. This will only worsen with expansion.
- Global warming is a critical issue facing the world; emissions must be decreased, not increased by more flights.
- Any increase in passenger numbers is in conflict with the Government's commitment to reach net Zero by 2050.
- Building on Wigmore Valley Park is an unnecessary destruction of established and mature wildlife habitats. It takes many years for an area like that to establish, and at a time where environmental concerns are high on everyone's minds, this isn't an appropriate decision. A 10% biodiversity net gain will not fully compensate for the irretrievable damage which will be caused to an area of outstanding natural beauty.
- The excavation required for the expansion will remove most of Wigmore Valley Park and the landfill site on which the park was built some 50 years ago. No one fully knows what will be dug up, but with the prevailing westerly wind, communities to the east of the site will be exposed to the noise of the construction vehicles, dust and possibly even contaminated material.
- The proposal to use farmland for the expansion is worrying. Once farmland is taken out of agriculture, it never comes back. There is a global food shortage which will get significantly worse because of the crisis in Ukraine. Moreover, the cost of importing food, further impacts on the environment and increases global warming. Wildlife living in and around the farmland will move on. Villages, and village life, in our parish will be negatively affected.
- Losing Green Belt Land for the expansion goes against Green Belt Policy. It is not as simple as just moving a green space.



- It is unclear why existing brown field sites around the airport aren't being utilised before destroying an established parkland.

#### *4. Affordability*

Luton Borough Council has a duty of care to its residents and needs to diversify its income-generating and local employment strategy, with a policy of promoting and supporting green industry. It is making plans to spend money that it does not have on an airport expansion development that isn't necessary.

#### *5. Traffic and road system.*

- A big concern of our residents is traffic congestion. Junction 10 of the M1 and the roads around the airport were already congested in 2019 at almost 19 million passengers.
- Any expansion will cause more congestion on roads that already cannot cope with the amount of traffic. It is hard to see a benefit to local residents who will struggle to get to where they need to every day with further congestion from an airport expansion.
- Many of the roads close to the airport, that passengers use to access Luton Airport, are single track country lanes that are not designed for the levels of traffic that they already get. The expansion proposal doesn't address the increased impact any expansion will have on these country lanes, and the villages that they run through.
- The expansion plans say that 45% of passengers will use public transport. Even if this is true, that still leaves more than half the airport's passengers travelling by road. In any case, whilst North and South rail routes are available, these are not an option for those travelling to the airport from the East and West.
- Some passengers already park their cars in Breachwood Green free of charge when they fly from Luton. This causes a nuisance for residents and visitors where road parking is the only option for some who do not have a drive. There will no doubt be an increase in the occurrence.
- The area around the airport is mostly residential, and includes several schools and places of work. The increase in traffic and congestion during the expansion, and after, would be huge. This would also cause extra noise and air pollution.
- There have not been any traffic surveys carried out from Kings Walden Parish into Luton, this needs to be done to fully understand the impact on our villages.
- Three road junctions in Hitchin are identified for minor improvements in the proposal: A602 Park Way / Upper Tilehouse Street roundabout, A 602 Park Way / Stevenage Road roundabout and A505 Offley Road/ Pirton Road roundabout, all of which fail to cope with the existing levels of traffic at peak times. There is only space for very limited improvements to these roundabouts which are unlikely to reduce the adverse impact of increased traffic through Hitchin as a result of airport expansion.

#### *6. Lack of trust in the airport.*

- Residents do not trust the airport. It has consistently broken agreed noise limits and agreed phased growth. In particular, the lack of restraint regarding night flights is a cause for concern.



- There is a clear conflict of interest with Luton Rising being owned by a sole shareholder Luton Borough Council who is the planning authority
- Luton Borough Council and Luton Airport are already in debt, and further loans are being negotiated. It is hard to see how this is a solid business plan to go forward.
- The proposals include some lovely pictures of the airport development, but the surrounding area shown is not correct and is therefore misleading. There are miles of hedgerows and wildlife areas shown that are not on land owned by Luton Rising. These do not exist currently, and liaison with the landowners has not happened. It is unlikely that landowners would plant hedging for Luton Airport when there is no benefit to them and the cost of maintaining this planting will also fall to them.

#### *7. Light Pollution*

- The effect of the lights at Luton Airport should not be underestimated. It affects people sleep, and that of the wildlife.
- These bright lights interfere with the viewing of sunsets and the stars in the night sky already. A second terminal closer to the parish would increase the light pollution in the area.
- Light pollution from the airport is already an issue in our parish, there needs to be more done already to mitigate these issues before making the issue worse.
- Luton Airport's 2021 Environmental Policy states that the airport will 'actively participate where possible in local, national or international activities aimed at mitigating the environmental impact of airports.'. This has not happened in regards to the airport at the size it currently it, moves should be made to mitigate the current issues before expanding the airport and exacerbating the issues further.

#### ***Why grow?***

##### ***6) Do you have any comments on our Draft Need Case which sets out the reasons for our proposal to expand the airport?***

- The Draft Need Case is based on out-of-date information which does not take into account the negative impact on air travel of Covid 19 and Brexit
- The Environment: airport expansion does not make any sense when the world is facing a climate crisis and Government has committed to Net Zero by 2050.
- More Jobs and Levelling Up: Luton Borough Council should look at diversifying the industries in the area, particularly green, sustainable businesses and technologies.
- Funding issues: The airport has borrowed hundreds of millions of pounds and already has to pay a substantial amount to service the interest on its existing debts.
- Location: the location of the airport, on a hill, means expansion requires expensive and extensive earth moving.

#### ***Benefits of expansion***

##### ***7) Do you have any comments or suggestions for how we might maximise employment, skills, community and social benefits and training opportunities to help benefit neighbouring***



### *communities?*

Listen to local residents who know and understand the area. Put finance into developing jobs and industries outside of the airport. Maximise the potential of the airport as it is now, and the current terminal, to create new employment.

#### ***Our proposed design for the airport***

***8) We have made changes to our design since the 2019 statutory consultation. Do you have any comments on our design proposals for the scheme?***

Kings Walden Parish Council and the overwhelming majority of its residents strongly oppose expansion to 32 million passengers, the disposal of Wigmore Valley Park and the loss of valuable farmland in North Hertfordshire.

#### **Getting to the airport**

***9) Do you have any comments on our proposed Getting to and from the airport – emerging transport strategy? Do you have any suggestions for how we can maximise access to the airport by public/sustainable transport modes?***

At present only 14% of passengers travel to the airport by public transport. Without an East West rail link only passengers travelling North South are able to travel by rail. Further expansion will therefore result in additional traffic into an already congested local road network, which will also increase pollutants and decrease air quality.

As mentioned before, many of the roads in North Hertfordshire that passengers will use to access Luton Airport are single track country lanes which will not be able to cope with the increase in traffic that the airport expansion will provide.

#### **Building our airport**

***10) We propose to construct the scheme in two phases. Phase 1 would include expansion of the existing Terminal 1 and additional aircraft stands and car parking. Phase 2 would see the construction of Terminal 2 and associated facilities. Do you have any comments on our proposals for constructing the scheme?***

The existing expansion permission, granted in 2013, still has seven years to run and has not yet delivered on its promised noise mitigations; any further expansion is not warranted at this time.

**11) Our proposals also include a Draft Code of Construction Practice which sets out in draft the measures we will take to minimise the effects of construction. Is there anything else you would like us to consider as part of this?**

The best way of minimising the impact of construction is to not expand the airport.

#### **The environment**

***12) Do you have any comments on the environmental effects of expansion and how we propose to manage and mitigate them?***





Airport expansion would have a significant detrimental effect on the environment. Airlines choose their own fleet and even the newer, more fuel-efficient planes have been found to be just as noisy as older versions.

The Noise and Vibration chapter states that by 2043 there would be 70% more flights at night (between 11pm and 7am) and 50% more during the day. This would have a significant, negative impact on the health and quality of life of Kings Walden Parish residents. Luton Rising plans to significantly increase the number of flights scheduled between 6:00 and 07:00 and between 23:00 and 23:30. This is a substantial increase in night flights (11pm-7am).

The proposed double-glazing schemes are open only to residents who live in specific noise contours and even if they were appropriate (they may not be allowed for Grade II Listed buildings, of which there are quite a few). This would not help on a hot summer night when it is more comfortable to sleep with the windows open. Nor would double glazing help when residents wish to make use of their gardens and the local countryside.

An expanded airport means more light pollution for residents, impacting on quality of life and sleep. The proposed screening plans rely on the co-operation of other land owners for whom the benefit is questionable. Also, any planted screening takes time to grow and will require expensive management.

Taking over Wigmore Valley Park will destroy established diverse plants and wildlife. Moving the park into North Hertfordshire and making it 10% bigger, planting wildflower meadows etc does not offset this. Habitats take time to establish, and the detrimental effect on wildlife cannot be undervalued. The wildlife will not simply relocate to the new park which in any case will take time to build and mature enough to accommodate it.

**13) Do you have any comments on our Green Controlled Growth approach?**

Your documents state that GCG will introduce binding limits for the airport's noise, carbon, air quality and surface access impacts, and that crucially, these environmental limits are not airy aspirations, but would be legally binding, and independently monitored. However, the airport has consistently ignored legal limits in the past. Why then should we trust that GCG will do what it says when this has been promised again and again, and again and again, legally binding limits have been ignored and without consequences.

**Open space**

**14) Do you have any comments on our open space and landscaping proposals? Is there anything else you would like us to incorporate?**

Relocating a Luton park, that is there to serve the Luton residents, into land in North Hertfordshire takes the park further away from the people it is for, meaning most, if not all of them, will have to drive to drive to reach the park. It will involve the destruction of mature vegetation and wildlife habitats. Where will the wildlife go? They will not simply relocate to the new park which in any case will take time to build and for the vegetation to mature.

Destroying valuable agricultural land in order to relocate the park does mean the reduction and destruction of open space. Also, the agricultural land that the new park will be built on is not being



relocated and this is a huge loss to the area and let us not forget that a loss in agricultural land will also affect employment in farming. Taking land out of agriculture does not make sense either, given the war in Ukraine which produces 40% of Europe's grain.

### **Compensation and Community First Funding**

#### ***15) Do you have any comments on our proposed compensation policies and measures?***

Noise insulation is not appropriate to all properties within the parameters of the specified noise contours. Double-glazing is only effective when windows are closed, which they will not be on a hot summer day or night. On a hot summer night, residents' sleep will be disturbed by the noise (windows open) or by the heat (windows closed). It also does not help when residents wish to be outside.

Any land or property acquisition scheme, however generous, is no compensation for the loss of a person's or family's home and community. People have chosen to live in Kings Walden Parish, many choosing to live there despite their being an airport close by. They didn't choose to live there with it being as close as the proposals show.

The compensation scheme on offer should be extended to all of the villages in Kings Walden Parish affected, not just the certain few that Luton Rising assumes are affected by noise etc.

We have residents who wish to take out equity release on their properties and have been turned down due to their property's close proximity to Luton Airport. The airport being closer will only exacerbate issues like this.

#### ***16) Do you have any comments about our proposals for the Community First scheme?***

It is hard to see how the proposals for the expansion are putting the residents of Kings Walden Parish first.

### **Further comments**

#### ***17) Do you have any other comments about our proposals to expand London Luton Airport?***

Kings Walden Parish Council urge you to listen to residents' comments, and consider the negative impact that an expansion will have on the land surrounding the airport and its residents.



## ANNEX 2

### Kings Walden Parish Council - Summary Financial Report as at 26th March 2022

#### Current Account

								£
Balance at 25th February 2022								£ 11,554.04

#### Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
7 March 2022	Dementia UK	S137 - Christmas electricity	P-2022-082	£ 30.00	£ -	£ 30.00
7 March 2022	R J Dawes	Grass cutting & litter picking	P-2022-083	£ 208.33	£ 41.67	£ 250.00
7 March 2022	Setter Play	Playground Maintenance	P-2022-084	£ 156.00	£ 31.20	£ 187.20
7 March 2022	Zen Internet Ltd	Admin	P-2022-085	£ 5.99	£ 1.20	£ 7.19
8 March 2022	Google	Admin	P-2022-086	£ 8.91	£ -	£ 8.91
18 March 2022	Zen Internet Ltd	Admin	P-2022-087	£ 35.00	£ 7.00	£ 42.00
18 March 2022	DCK Payroll Services	Payroll	P-2022-088	£ 35.00	£ 7.00	£ 42.00
18 March 2022	Payroll	Payroll	P-2022-089	£ 1,681.07	£ -	£ 1,681.07
18 March 2022	Clerk	Clerk Expenses - Mileage	P-2022-090a	£ 48.64	£ 0.91	£ 49.55
18 March 2022	Clerk	Clerk Expenses - SLCC Subscription	P-2022-090b	£ 72.00	£ -	£ 72.00
18 March 2022	Clerk	Clerk expenses - Admin	P-2022-090c	£ 70.75	£ 14.15	£ 84.90
				<u>£ 2,351.69</u>	<u>£ 103.13</u>	<u>£ 2,454.82</u>

#### Monies received:

Date	From		
8 March 2022	Hertfordshire County Council	Locality Budget Grant	£ 250.00
			<u>£ 250.00</u>

Balance at 26th March 2022

£ 9,349.22

#### Business Bank Deposit Account

								£ 24,046.17
Balance at 25th February 2022								£ 24,046.17

Date	Recipient		
			£ -

#### Monies Received

9 March 2022	Interest		£ 0.18
			<u>£ 0.18</u>

Balance at 26th March 2022

£ 24,046.35

**Total bank balances £ 33,395.57**



## Papers for meeting

25<sup>th</sup> April 2022

1. To receive and accept apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
  - a. To receive a presentation from District Councillors (5 minutes allowed).
  - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 28<sup>th</sup> March 2022.
5. Matters arising from minutes of 28<sup>th</sup> March 2022 not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.

**Youth Club: Opened on the 29<sup>th</sup> March. It has been running for 4 weeks with £154 being taken in entrance fee, £160.70 being taken in tuck sales.**

7. To consider co-option of applicants to the council

**Maria Cann of Kings Walden wishes to be considered to be co-opted. Her form has already been circulated to Councillors.**

8. Review and adoption of:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Training and Development Policy

**Already previously circulated.**

9. To agree date and arrangements for Annual Meeting of Kings Walden Parish

The

10. Queen's Platinum Jubilee Celebration

**Agreement needs to be made as to who heads this up now, and what arrangements will be.**

11. Agreement of Parish Council Meeting Dates

**Proposed dates for meetings for the year ahead:**

**16<sup>th</sup> May – Annual Meeting of the Parish Council. Chair, Vice Chair and Committees voted in.**

**20<sup>th</sup> June**

**18<sup>th</sup> July**

**19<sup>th</sup> September**

**17<sup>th</sup> October**

**21<sup>st</sup> November**



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**16<sup>th</sup> January**  
**20<sup>th</sup> February**  
**20<sup>th</sup> March**

12. Airport.
  - a. Update on Disposal of Wigmore Valley Park

13. Finance and Risk:

- a. To authorise non-contractual payments and note payments to date.

**Kings Walden Parish Council - Summary Financial Report and Bank Reconciliation as at 22nd April 2022**

**Current Account**

£

Bank Balance at 26th March 2022

£ 9,349.22

Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
1 April 2022	HAPTC	Subscription	P-2023-001	£ 498.48	£ -	£ 498.48
4 April 2022	Zen Internet Ltd	Admin	P-2023-002	£ 5.99	£ 1.20	£ 7.19
7 April 2022	Google	Admin	P-2023-003	£ 9.20	£ -	£ 9.20
12 April 2022	Money transferred to KWPC Business Acc	Bank Transfer	BT-2022-01	£ 8,864.00	£ -	£ 8,864.00
19 April 2022	Zen Internet Ltd	Admin	P-2023-004	£ 35.00	£ 7.00	£ 42.00
22 April 2022	R J Dawes	Grass cutting & litter picking	P-2023-005	£ 208.33	£ 41.67	£ 250.00
22 April 2022	R J Dawes	Hedge Cutting	P-2023-006	£ 260.00	£ 52.00	£ 312.00
22 April 2022	DCK Payroll Services	Payroll	P-2023-007	£ 25.00	£ 5.00	£ 30.00
				<u>£ 9,906.00</u>	<u>£ 106.87</u>	<u>£ 10,012.87</u>

Monies received:

Date	From	Description	Total
30 March 2022	Whitwell Football Club	MUGA Fees	£ 30.00
8 April 2022	NHDC	Precept	£ 15,532.45
			<u>£ 15,562.45</u>

Bank Balance at 22nd April 2022

£ 14,898.80



**Business Bank Deposit Account**

			Bank Balance at 26th March 2022		<b>£ 24,046.35</b>
<b>Date</b>	<b>Recipient</b>				
				<b>£</b>	<b>-</b>
<b>Monies Received</b>					
11 April	2022	Interest		£	0.22
12 April	2022	Money received from Treasurers Accounts		£	8,864.00
				<b>£</b>	<b>8,864.22</b>
			Bank Balance at 22nd April 2022		<b>£ 32,910.57</b>
<b>Total bank balances</b>					<b>£ 47,809.37</b>

14. Planning:

- a) To receive and consider responses to planning applications.

22/00419/FPH
PP-10555104
Tue 12 Apr 2022
Tue 12 Apr 2022
2 Chapel Road Breachwood Green Hitchin Hertfordshire SG4 8NU
Erection of detached wooden summer house in front garden following demolition of existing wooden summer house in the front garden
Registered







2 Chapel Road



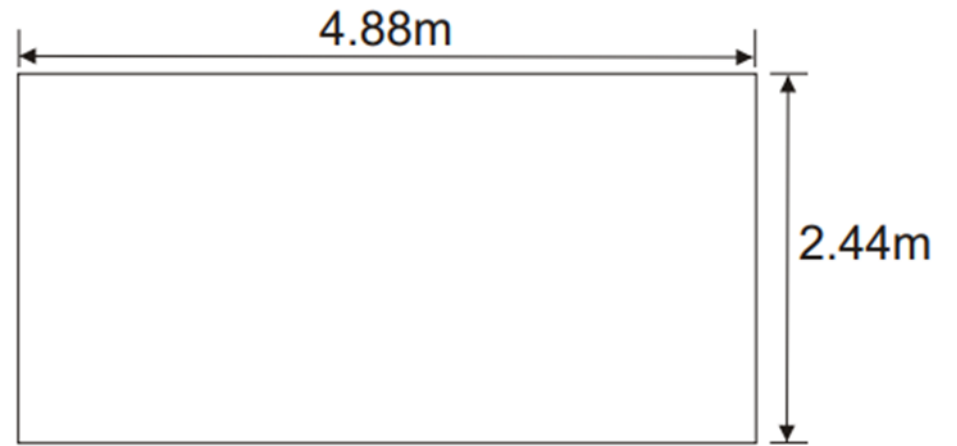


PROPOSED SUMMER HOUSE



EXISTING SUMMER HOUSE

Proposed Floor Plans & Elevations



Floor Plan - single room



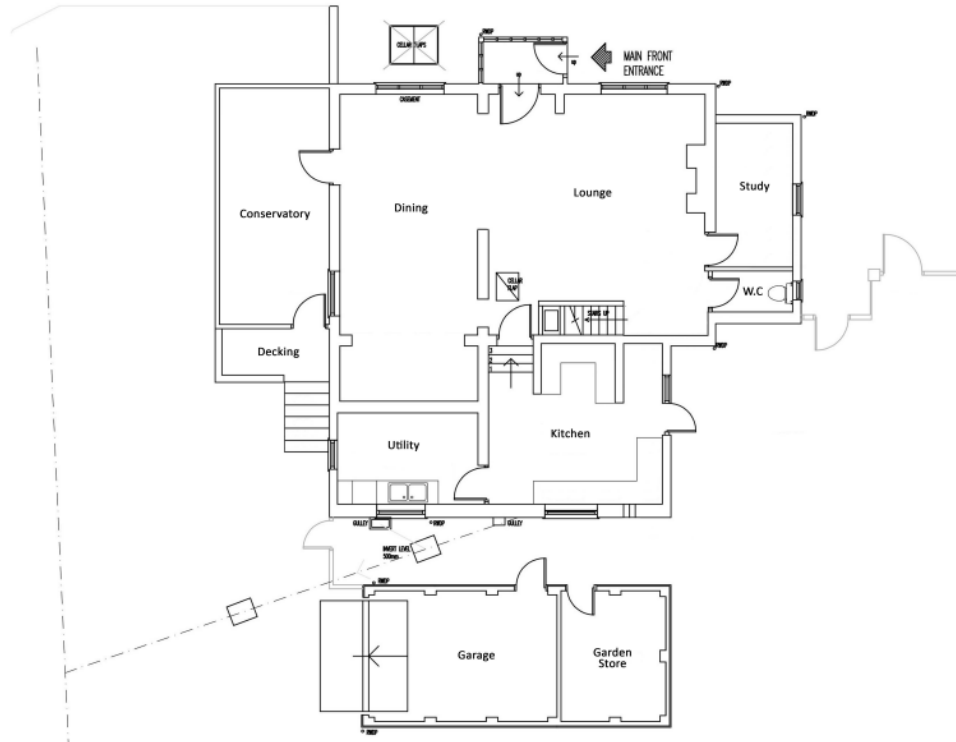
22/01056/FP
PP-11194190
Wed 13 Apr 2022
Wed 13 Apr 2022
The Fox Darley Hall Darley Road Breachwood Green Luton Hertfordshire LU2 8PP
Change of Use and conversion of The Fox PH to a single residential dwelling (Use Class C3). Erection of side elevation conservatory, insertion of Juliet Balcony and window to existing side elevation, internal alterations, part removal of parking hardstanding and new landscaping. (Part Restrospective).



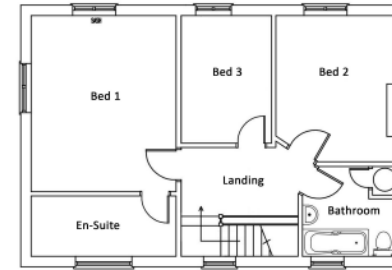
Existing Aerial View



Proposed Aerial View



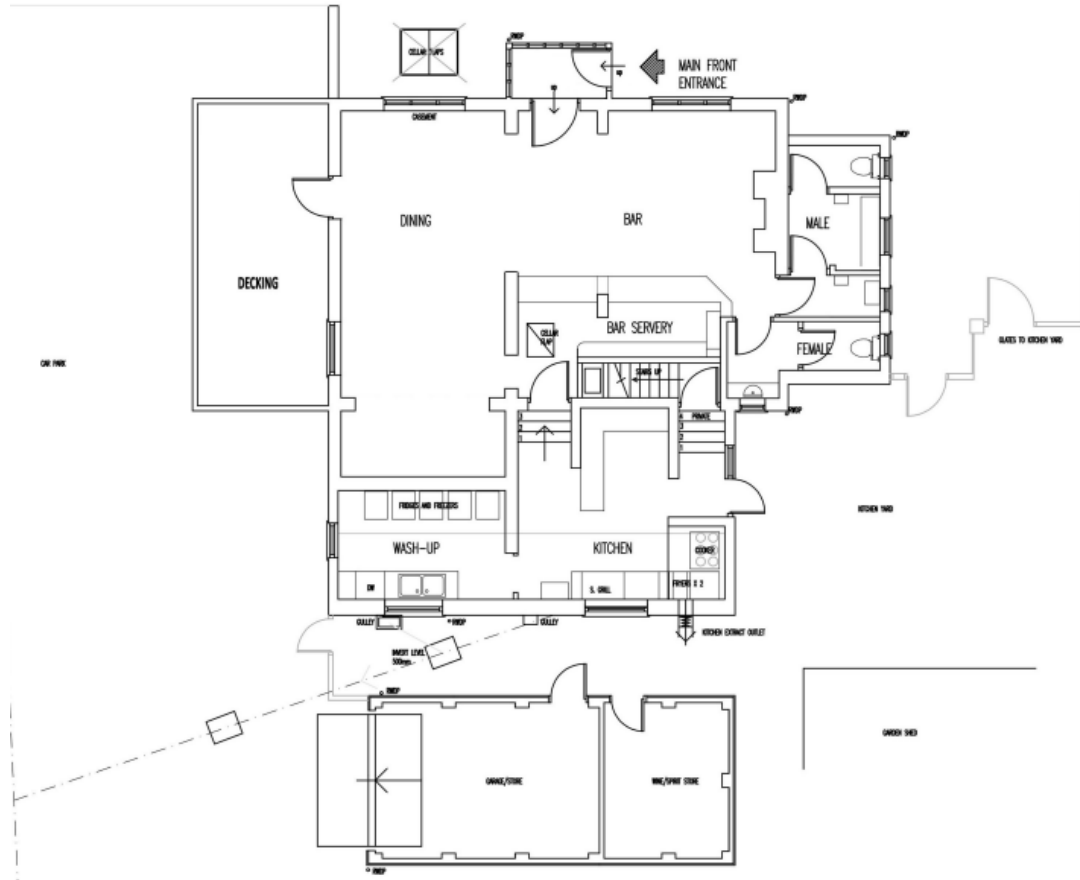
Proposed Ground Floor Plan



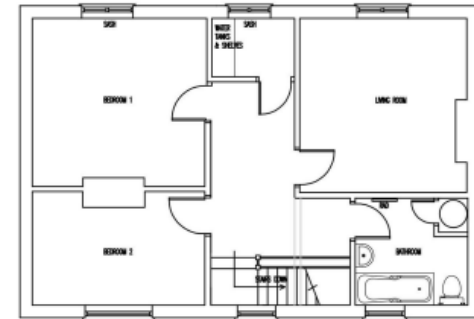
Proposed First Floor Plan



Proposed Cellar Floor Plan



Existing Ground Floor Plan



Existing First Floor Plan



Existing Cellar Floor Plan



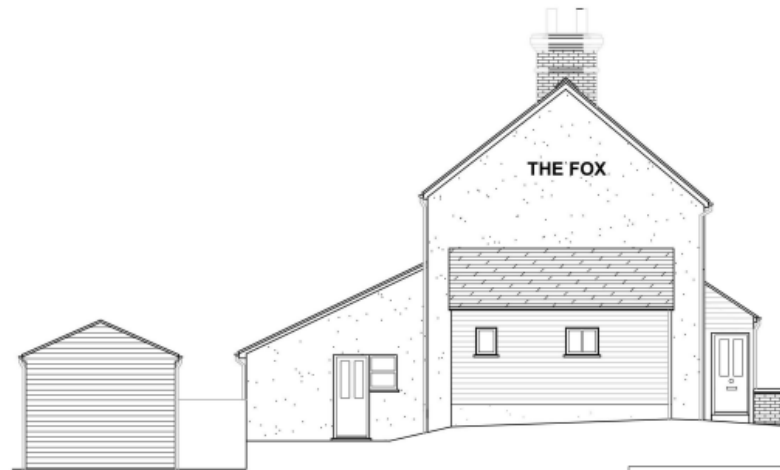
Proposed Front Elevation (West)



Proposed Side Elevation (South)



Proposed Rear Elevation (East)



Proposed Side Elevation (North)

Project:  
The Fox PH, Darley Hill,  
Luton, LU2 8PP





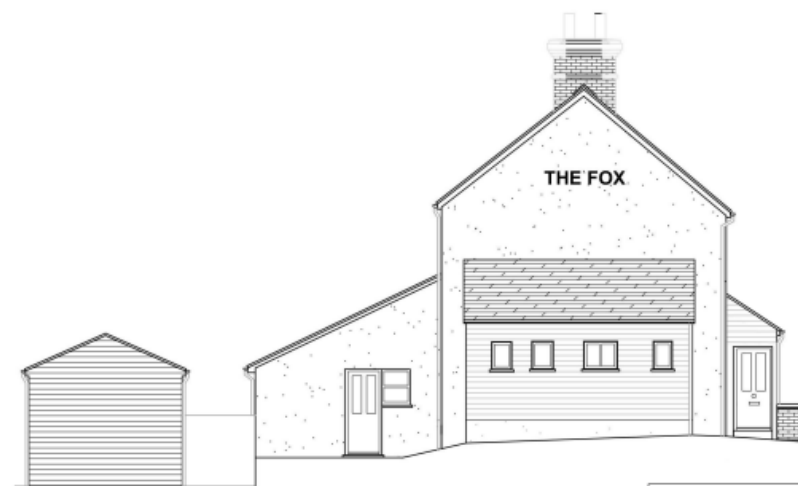
Existing Front Elevation (West)



Existing Side Elevation (South)

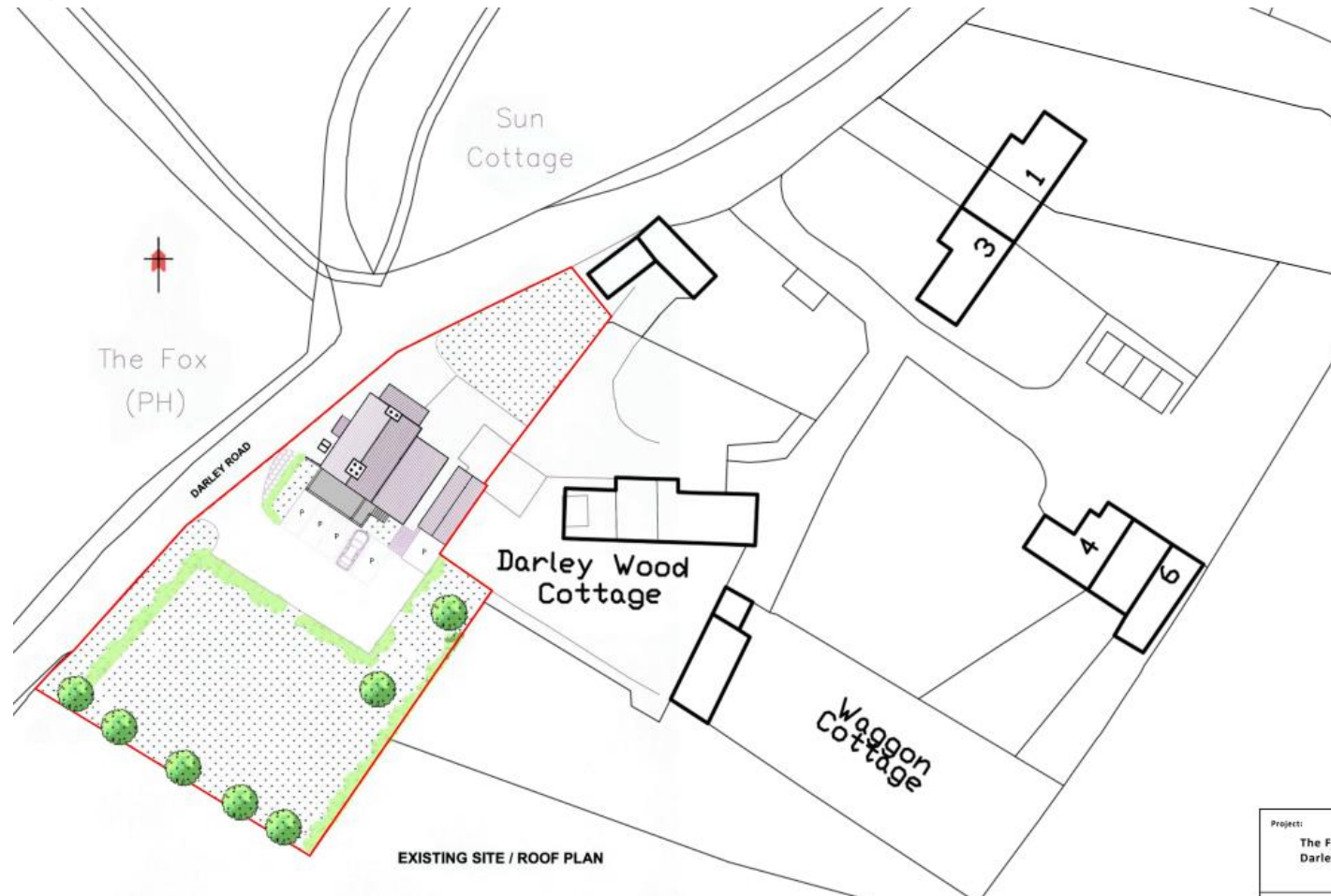


Existing Rear Elevation (East)



Existing Side Elevation (North)

Project:  
The Fox PH, Darley Hill,  
Luton, LU2 8PP



b) To note decisions and appeals.

**21/03372/FP - Conversion of former stables to form one 5-bed dwelling. Frogmore Stables, Frogmore Bottom Road, Kings Walden, Hitchin, Hertfordshire, SG4 8NN. GRANTED PERMISSION**



**22/00414/FPH - Single storey front and side extensions as amended by plans received on 18 March 2022. 32 Chapel Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NX. GRANTED PERMISSION**

**22/00176/FPH - First floor side extension over existing side extension. The Spinney, Heath Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PL. GRANTED PERMISSION**

c) To consider any other planning matters pertinent to the Parish Council.

d)

15. Matters for future consideration.

**Next scheduled meetings:**

- Parish Council meeting: Annual Meeting of the Parish Council - Monday 16<sup>th</sup> May 2022 19:30
-

**Kings Walden  
Parish Council**



## **STANDING ORDERS**

**Adopted: XXX**  
**Review Date: XXX**



## STANDING ORDERS 2022

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## STANDING ORDERS 2022

### 1. Rules of debate at meetings

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



## STANDING ORDERS 2022

in the debate on a motion except:

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



## STANDING ORDERS 2022

### 2. Disorderly conduct at meetings

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

### 3. Meetings generally

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

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





## STANDING ORDERS 2022

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



## STANDING ORDERS 2022

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

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

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

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

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

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

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



## STANDING ORDERS 2022

- 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 two hours.

### 4. Committees and sub-committees

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



## **STANDING ORDERS 2022**

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

### **5. Ordinary council meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Chairman will only be able to stay in post, if voted, for a maximum of 4 years.**
- h **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- j **In an election year, if the current Chairman of the Council has been re-**



## STANDING ORDERS 2022

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

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



## STANDING ORDERS 2022

- xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 6. Extraordinary meetings of the council, committees and sub-committees**
- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
  - b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
  - c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
  - d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].
- 7. Previous resolutions**
- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five 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.



## STANDING ORDERS 2022

### 8. Voting on appointments

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

### 9. Motions for a meeting that require written notice to be given to the proper officer

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

### 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the



## STANDING ORDERS 2022

Proper Officer:

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

### 11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal**





## STANDING ORDERS 2022

data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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

### 12. Draft minutes

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of Kings Walden Parish Council held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the

meeting for which approved minutes exist shall be destroyed.

**13. Code of conduct and dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- 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 a meeting of the Council, or committee or sub-committee for which the dispensation is required 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] OR [at the beginning of the meeting of the Council, or committee or sub-committee 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:**



## STANDING ORDERS 2022

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

### 14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District 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.**

### 15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks**



## STANDING ORDERS 2022

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 four days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;



## STANDING ORDERS 2022

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

### 16. Responsible financial officer

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

### 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:



## STANDING ORDERS 2022

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

### 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved**



## STANDING ORDERS 2022

### suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant**



## **STANDING ORDERS 2022**

### **procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chairman of the Staffing Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Parish Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing 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 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

#### **20. Responsibilities to provide information**

See also standing order 21.

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



### 21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

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

### 22. Relations with the press/media

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

### 23. Execution and sealing of legal deeds

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

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

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

### 24. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor of the North Hertfordshire District Council and councillor of Hertfordshire County Council representing the area of the Council.



## STANDING ORDERS 2022

- 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.

### 25. Restrictions on councillor activities

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

### 26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) 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 after he/she has delivered his/her acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**Kings Walden  
Parish Council**



## **FINANCIAL REGULATIONS**

**Adopted: XXX**

**Review Date: XXX**

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## FINANCIAL REGULATIONS 2022

These Financial Regulations were adopted by the council at its meeting held on 25<sup>th</sup> April 2022.

### 1. General

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

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

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

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

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

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

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

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

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

1.9. The RFO;

- acts under the policy direction of the council;

## FINANCIAL REGULATIONS 2022

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

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

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

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

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

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

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

- setting the final budget or the precept (council tax requirement);

## FINANCIAL REGULATIONS 2022

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£1000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

### **2. Accounting and audit (internal and external)**

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

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

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall

## FINANCIAL REGULATIONS 2022

submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

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

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

2.6. The internal auditor shall:

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

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

### **3. Annual estimates (budget) and forward planning**



## FINANCIAL REGULATIONS 2022

3.1. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

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

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

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

### **4. Budgetary control and authority to spend**

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

- the council for all items over [£3,000];
- a duly delegated committee of the council for items over [£1000]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

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

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

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

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

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

## FINANCIAL REGULATIONS 2022

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

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

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

### **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]

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

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

## FINANCIAL REGULATIONS 2022

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

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

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

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

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

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

## FINANCIAL REGULATIONS 2022

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

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

### **6. Instructions for the making of payments**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and 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.

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

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

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

### **7. Payment of salaries**

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

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

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

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

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

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

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

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

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

### **8. Loans and investments**

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

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

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

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

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

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

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

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

### 9. Income

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

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

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

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

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

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

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

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

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

[9.10. Any income arising which 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 (see also Regulation 16 below).]



### 10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

### 11. Contracts

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

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

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

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- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 (d) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

### **12. Payments under contracts for building or other construction works**

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

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

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

### **[13. Stores and equipment]**

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

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

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

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

### **14. Assets, properties and estates**

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

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

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

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the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

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

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

### **15. Insurance**

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

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

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

15.4. 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.

### **16. Charities**

16.1. 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.

### **17. Risk management**

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

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

### **18. Suspension and revision of Financial Regulations**

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

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**Kings Walden  
Parish Council**



**TRAINING & DEVELOPMENT POLICY**

**Adopted: [April 2022] (TO BE ADOPTED)**

**Review Date: April 2023**



# TRAINING & DEVELOPMENT POLICY 2022

## 1. Introduction

- Kings Walden Parish Council (KWPC) are committed to ensuring our Councillors and Staff are trained to the highest standard and kept up to date with all new legislation.
- Full training and support is necessary for staff, councillors and volunteers to reach their full potential in their role. This in turn will enable the local community to receive the maximum benefit from KWPC.
- KWPC is committed to ensure that it continues to fulfil its duties and responsibilities to parish residents in a professional manner.
- To support this, funds are allocated to a training budget each year to enable Staff and Councillors to attend training and conferences relevant to their office.
- Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

## 2. Policy Statement

Kings Walden Parish Council's intention is to:

- support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council;
- regularly review the needs of councillors and employees;
- plan training and development opportunities and budget accordingly.

## 3. Training and Development Activity

- Kings Walden Parish Council consists of Eight elected Councillors and employs one part-time Parish Clerk and two part-time Youth Workers.
- In addition, volunteers from within the parish provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

### For Councillors

- a. Attendance at induction sessions explaining the role of the Council, Councillors and the Clerk.
- b. A walk around the Parish with the clerk and Chairman.
- c. Provision of a KWPC Councillor Information Handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- d. Access to relevant courses provided by bodies such as the Hertfordshire Association



## TRAINING & DEVELOPMENT POLICY 2022

of Parish & Town Councils (HAPTC).

- e. Expenses for attending agreed briefings, consultations and other general meetings for Councillors in Hertfordshire
- f. Circulation of documentation such as briefings and newsletters/magazines

### **For the Clerk**

- a. Induction session explaining the role of the Council, Councillors and Clerk
- b. A walk around the Parish with the Chairman
- c. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- d. Attendance at a "Working With Your Council" Course or similar.
- e. Gaining the Certificate in Local Council Administration (CiLCA) (for the Clerk - within 12 months of appointment - this is a condition of employment).
- f. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- g. The council will endeavour to support the Clerk's professional development, which might include:
  - a financial assistance towards the cost of tuition, examinations and resource materials;
  - allocated study leave;
  - time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council or, as appropriate, staffing committee.

- h. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings/clerks' meetings by HAPTC.
- i. Subscription to relevant publications and advice services.
- j. Provision of the latest version of the Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- k. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- l. Regular feedback from the Chairman of the Council in their performance.

### **For Youth Workers**

- a. Induction session explaining the role of the Council, Councillors and Clerk
- b. A walk around the Youth Club, Play Areas and Recreation Ground





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- c. Provision of copies of the policies of the Council, Health and Safety, Safeguarding and other information deemed relevant.
- d. DBS Check to be organised if one is not already in place, paid for by KWPC.
- e. Any other training relevant to the proficient discharge of their duties.
- f. The council will endeavour to support the Youth Worker's professional development. Such support is entirely at the discretion of the council or, as appropriate, staffing committee.
- g. Regular feedback from the Clerk of the Council in their performance.

### **For Volunteers on Parish Council activities**

- a. A walk around the relevant area of the Parish for the work involved with the clerk
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting.
- c. Assessment of their skill, knowledge and capacity to complete the task in hand.
- d. Briefing on the safe use of any equipment provided by the Council.
- e. Training for volunteers will not be beyond that which is necessary for their role.

#### **4. Identification of training needs**

- Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.
- Annually, the Council will formally review the training needs of Councillors and the Clerk and Deputy Clerk at a meeting of the Parish Council.
- Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual Staff Appraisals. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

#### **5. Sourcing Training**

- An allocation will be made in the budget each year to enable appropriate training and development.
- The Council will consider an allocation in the annual budget for the payment of a subscription to the Society of Local Council Clerks and Hertfordshire Association of Parish & Town Councils (HAPTC) to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- Purchases of relevant resources such as publications will be considered on an ongoing



basis.

## 6. Evaluation of training

- All training undertaken will be subsequently evaluated by the Clerk to ascertain its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.
- Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk, or volunteers.
- The Clerk will maintain a record of training attended by staff, Councillors and volunteers.