



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of...	Annual Town Council
Time...	19:00
Date...	Tuesday 14 May 2024
Place...	Small Hall, Corfe Mullen Village Hall, Towers Way, Corfe Mullen

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk
8 May 2024

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. **Members of the public will only be permitted to speak during the Public Participation agenda item.**

Councillors will be discussing all the items listed on the agenda below.

AGENDA

- TC 24/01 To Elect Chairman/Mayor of the Town Council for the Municipal Year 2024/25 –**
Declaration of Acceptance of Office will be signed at the meeting.
- TC 24/02 To Elect Vice Chairman/Deputy Mayor of the Town Council for the Municipal Year 2024/25 –** Although not legally required for the Vice Chair/Deputy Mayor, a Declaration of Acceptance of Office will be signed at the meeting.
- TC 24/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- TC 24/04 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- TC 24/05 Paper A - To Approve minutes of the Town Council meeting held on 23 April 2024 –**
LGA 1972, sch 12, para 41
- TC 24/06 Paper B – TO FOLLOW - To Approve Accounts for Payment –** a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.

- TC 24/07 Paper C - To Appoint Committee Members for the Municipal Year 2024/25**
- TC 24/08 Paper D - To Appoint Representatives to Outside Bodies and Arrangements for Reporting Back**
- TC 24/09 Paper E – To Agree to sign up to the Civility and Respect Pledge**
- TC 24/10 Paper F - Review of Terms of Reference for Committees**
- TC 24/11 Paper G - Review and Adoption of Standing Orders**
- TC 24/12 Paper H - Review and Adoption of Financial Regulations**
- TC 24/13 Paper I - Review of Inventory of Land and Other Assets Including Buildings and Office and Grounds Maintenance Equipment**
- TC 24/14 Paper J - Confirmation of Arrangements for Insurance Cover in Respect of all Insurable Risks**
- TC 24/15 Paper K - Annual Calendar of Meetings 2025**
- TC 24/16 Paper L – To Appoint Internal Auditor for 2024/25 Financial Year**
- TC 24/17 Paper M – To Declare Eligibility to Exercise the Use of the General Power of Competence**
- TC 24/18 Paper N – To Approve Scheme of Delegation Arrangements**
- TC 24/19 Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 24/20 To Agree a date and time for the next meeting – Tuesday 28 May 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/21 Close of meeting**

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 23 April 2024 at 19:00 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
A Craven
D Everett
S Florek
L Hardy
A Holland
P Holland
B Honeyman
S Jefferies
J Lortie
D Mattocks
P Neil
P Purvis
J Stennett

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk – minute taker)

Public Participation

There were two members of the public present, neither of whom wished to speak.

The Chair welcomed all members to the last meeting of the Council in the 2023/24 municipal year, ahead of the elections on 2 May 2024.

TC 23/287 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence, all members were present.

TC 23/288 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 23/289 Paper A – To Approve minutes of the Full Council meeting held on 26 March 2024
– LGA 1972, sch 12, para 41

Cllr Craven asked if there were any updates on the utility invoices received for the Grounds Unit from the 2nd Corfe Mullen Scout Group. The Clerk advised an update would be provided under agenda item TC 23/299 – Clerk's Update.

The minutes of the Full Council meeting held on 26 March 2024 were **APPROVED**.

TC 23/290 Paper B - To Approve Accounts for Payment

Cllr Jefferies noted the expenditure for the Celebration of Service Civic event held on 21 April 2024 was very reasonable.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £23,344.83.

TC 23/291 Paper C – To Approve Bank Reconciliation for March 2024

It was **RESOLVED** to **APPROVE** the bank reconciliation for March 2024.

TC 23/292 Paper D – To Note the already Approved minutes of Committees:

- Community Services – 13 February 2024
- Planning Committee – 12 March 2024
- Planning Committee – 26 March 2024

The already approved minutes were **NOTED**.

TC 23/293 Paper E - To Consider and Approve Recommendations from the Community Services Committee

The Clerk presented the report, with updates noted as follows:

- Members of the Community Services Committee recommended pausing investigations into a RADAR system for the public toilets at the Recreation Ground whilst exploring options and costings for vandal-proof sanitary ware.
- Ferndown Strollers Cricket Club had also requested use of the Astroturf cricket wicket at the Recreation Ground with the same arrangement as Wimborne Cricket Club.
- Corfe Hill School was also using the Astroturf cricket wicket due to vandalism of the school's cricket pitch.
- The Clerk reiterated the budget of £8000 for tree works during the 2024/25 financial year. Members of the Community Services Committee requested a breakdown of the quotations for tree works across all sites in order to prioritise works within the agreed budget.

The Chair suspended Standing Orders 3e-g to allow a member of the public to speak.

The member of the public noted that as a user of accessible facilities, RADAR systems were not a deterrent for misuse and/or vandalism, due to RADAR keys being easily purchased online at a minimum cost.

The update was **NOTED**.

It was **RESOLVED** to **APPROVE** the following:

- Investigate options for vandal-proof sanitary ware, based on advice provided by the suppliers.
- To allow Wimborne and Ferndown Strollers Cricket Clubs along with Corfe Hills School use of the Astroturf cricket wicket at the Recreation Ground.
- To set up a new cost code in the 2025/26 budget to cover vandalism costs, to be discussed as part of the budget-setting process.
- To not proceed with any further planting at the Henbury View Play Area.

- To appoint Treestuff Limited to proceed with non-urgent tree works as follows:

2024/25 Financial Year:

- Old & New Cemetery – Total cost of £1975+VAT
- Recreation Ground - Total cost of £850+VAT
- Broadmoor Road Allotments - Total cost of £750+VAT

2025/26 Financial Year:

Updated quotation to be obtained ahead of 2025/26 budget setting for tree works at Springdale Road Open Space.

TC 23/294 Paper F – To Note Elections Update and Approve Co-option Policy

The Clerk presented the report, noting the uncontested election due to only 11 candidates being nominated out of a possible 14. The successful candidates would take up their role as an elected member of Corfe Mullen Town Council with effect from 7 May 2024 for a 5-year term.

An induction day for all new and existing members was scheduled on Tuesday 7 May 2024 at 18:30 in the small hall of the Village Hall, where the Declaration of Acceptance of Office would be signed in the presence of the Clerk.

Some members noted Dorset Council was also holding their induction for newly elected Dorset Ward Councillors on the same date. The Clerk advised an alternative date would be scheduled to ensure all members were able to participate in the induction training.

The Clerk confirmed that all newly elected members would be sent a link to review/update/complete their Register of Interests electronically within 28 days of accepting office.

As a result of the uncontested election and 3 vacant seats, the law requires the Council to co-opt persons to fill the vacancies as soon as practicable. In line with the Co-option policy, under 3.1 - Insufficiency of candidates at an ordinary election also provides the Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within thirty-five days following the date of the ordinary election.

A public notice will be published on 7 May 2024 via the Town Council website, Link article and notice boards. The closing date for applications to be co-opted onto the Council is Thursday 20 June 2024.

All eligible candidates to be invited to attend and present at the Full Council meeting scheduled on 25 June 2024. If candidates are unable to attend, the meeting would not be rearranged. The Clerk noted that candidates could still apply if they are unable to attend the meeting on 25 June 2024. However, they would be unable to present to Council.

The Clerk reminded members that the Town Council is not a political Council and any members of the public wishing to be co-opted onto the Council do not need to be linked to a political party.

Discussion took place relating to members personal political views as part of the nomination process and how this may be perceived by members of the public. Those

members who had included their personal political views on their nomination forms apologised and stated it was not their intention to promote their political views.

The Clerk reminded all newly elected members of the election expenses process sent via email ahead of the meeting, reiterating that an election spending return must be completed and submitted to Dorset Council Electoral Services by 30 May 2024 regardless of whether any expenses had been incurred.

The update was **NOTED**.

It was **RESOLVED** to **APPROVE** the following:

- Co-option Policy
- To publicise co-option on 7 May 2024 with closing date of 20 June 2024 for completed applications.
- Eligible candidates to attend and present to the Full Council meeting scheduled on 25 June 2024.

TC 23/295 Paper G – To Consider Request to Hold an Event at Corfe Mullen Recreation Ground

It was **RESOLVED** to **APPROVE** the request for a family picnic in the Community Orchard at the Corfe Mullen Recreation Ground on Saturday 19 May 2024 as follows:

- Erect a gazebo as shelter during the event.
- £50.00 refundable damage deposit payable to ensure the area is left clear of any rubbish.
- Evidence of Public liability insurance in place to be shared with the Council office ahead of the event.

TC 23/296 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk noted that although there had been no vandalism on Town Council sites since the last meeting, the Dorset Council toilets at Towers Way had been vandalised again and subsequently closed. Members of the public were being signposted to use the public toilets at the Recreation Ground which had re-opened following previous vandalism.

The Clerk confirmed contact would be made with Dorset Council to understand the issues being experienced and plans for re-opening of the public toilets at Towers Way.

The update was **NOTED**.

TC 23/297 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies confirmed there were no further updates on the Beacon Hill Landfill site. Cllr Florek confirmed the Friends of Corfe Mullen library continued their second hand book sales to raise funds for the library garden.

The update was **NOTED**.

TC 23/298 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil

Cllr Neil noted he had worked alongside the Clerk on the objection wording, particularly relating to climate change implications on planning application P/FUL/2024/01470 – Little Manor Farm, Waterloo Road, Corfe Mullen BH21 3SN.

The update was **NOTED**.

TC 23/299 Verbal – To Note Clerk’s Update

The Clerk provided an update as follows:

- The Chair and Vice-Chair of the Council along with the Clerk had met with the Clerk, Chair and Vice-Chair of Wimborne Minster Town Council to discuss pedestrian and cyclists’ safety when using Julians Bridge and Julians Road, particularly school children from Corfe Mullen attending Queen Elizabeth School. It was agreed to establish a working party from both Town Councils to progress the case for Dorset Council Highways to investigate safety measures on this dangerous stretch of road.
- Mayor presented Civic Awards to Gail Pape, Corfe Mullen Women’s Institute, Cllr David Everett and Jane Adams; active member of the Climate Change Working Party at the Celebration of Service civic event held at St Nicholas Church on Sunday 21 April 2024.
- CIL monies totalling £6019.75 had recently been received from Dorset Council.
- HMRC was carrying out a compliance check of the Council’s PAYE.
- The Deputy Clerk had attended a meeting with Lockyers School and the local neighbourhood policing team to share information.
- 2023/24 financial year end accounts were in progress and looking very positive going into the 2024/25 financial year. Internal auditor is due on site on 1 May 2024 with the approval of the Annual Governance and Accountability Return (AGAR) scheduled at the Full Council meeting on 28 May 2024.
- The Deputy Clerk had provided support to the Senior Youth Support Worker relating to re-opening of the youth club following the Easter break and introducing a behavioural agreement for all young people attending.
- The new office IT had been ordered and it was anticipated to be installed in June 2024.
- Ongoing discussions with Dorset Council Highways relating to bus shelters on Wareham Road, at Windgreen.
- Contact had been made with SSEN to obtain a quotation to connect the Grounds Unit utilities to the mains, rather than through the Scout hut. The quotation was £11,897.75 plus additional cost for groundwork. No contact had been received from the treasurer of 2nd Corfe Mullen Scout Group relating to copies of utilities invoices as back up to their invoice issued for payment.
- Dorset Council Countryside Team had offered a Christmas Tree to replace the dying tree at Windgreen. The tree had been received and would be planted in the Autumn 2024.
- Peninsula, the Councils Health & Safety Advisers had carried out their annual inspection w/c 15 April 2024. Their report will be presented to a future Full Council meeting.

Members discussed the quotation received from SSEN and felt alternative lower cost options should be investigated.

The update was **NOTED**.

TC 23/300 Verbal – To Note Mayor’s Report

The Mayor provided an update on events he had attended as follows:

- Met with Corfe Hills School Sixth Form Environmental Officer.

- Keep Corfe Mullen Green Meeting in the Village Hall on 13 April 2024.
- Good Friday Service at St Huberts Church.
- Alpine Garden Society talk by the Head of the Botanic Gardens in Edinburgh.
- Ferndown and Dorchester Town Councils Civic Days.
- Community Cinema at Wimborne Allendale Centre.
- Supported Reverend Jane Burgess of St Nicholas Church during her half marathon.
- Homewatch meeting where the Clerk presented 'A day in the life of the Town Council'.
- Mysteria Concert at St Huberts Church.
- Blandford Town Council Thanksgiving Service.
- Opening of Wimborne Country Park.

The update was **NOTED**.

TC 23/301 Verbal - To Note Dorset Councillor Report

There was no Dorset Councillor report or update received.

TC 23/302 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

TC 23/303 To Agree a date and time for the next meeting – The Annual Town Council meeting will be held on Tuesday 14 May 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/304 To Resolve to exclude members of the press and public – to agree that agenda item TC 23/305 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

Members of the public and the Deputy Clerk left the meeting.

TC 23/305 Paper H – To Note Staffing Update

Cllr Purvis as Chair of the Staffing Committee presented the report, noting the recommendations from the Staffing Committee meeting held on 15 April 2024 relating to recruitment of a Grounds Team Leader role and Deputy Clerk role due to the request from the current Deputy Clerk to reduce her hours and step down into an administrative role.

Members felt the recommendation provided resilience to the Council during times of absence and succession planning.

It was **RESOLVED** to **APPROVE** the following:

- Proposed Staff Structure.
- Advertise internally a full time (37 hours) Grounds Team Leader role, SCP 16 - £28,282 per annum.
- Current Deputy Clerk to step down and move to a part time (22.5 hours) Senior Administrator role SCP 17 - £28,770 per annum, pro-rata.
- Advertise externally a full time (37 hours) Deputy Clerk role, SCP 26 - £34,834 per annum moving to SCP 27 £35,745 per annum on completion of iLCA within 12

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

months of employment. CiLCA qualification to be obtained within 3 years of employment.

The Chair thanked all members present for their support and commitment to the Town Council during their term as Town Councillors and wished those who were stepping down all the best for the future and looked forward to working with the newly elected Council from 7 May 2024.

TC 23/306 Close of meeting at 20:15.

Signed as a correct record of the meeting.....Date

DRAFT

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/06

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £12,283.95.

Accounts for Payment - 14 May 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Notes
157	15.05.2024	£140.00	Training	Dorset Association of Parish and Town Councils	IB	Cllrs Equality & Diversity Training
156	15.05.2024	£140.00	Training	Dorset Association of Parish and Town Councils	IB	Cllrs Data Protection Training
155	15.05.2024	£60.00	Training	Dorset Association of Parish and Town Councils	IB	Clerk & Deputy Clerk Procurement Training
153	17.05.2024	£55.20	Water Usage	Waterplus	DD	CMVH & Office
152	17.05.2024	£19.74	Water Usage	Waterplus	DD	Pavilion
151	17.05.2024	£27.52	Water Usage	Waterplus	DD	Pavilion
150	17.05.2024	£8.54	Water Usage	Waterplus	DD	Cemetery
149	16.05.2024	£122.29	Water Usage	Waterplus	DD	Allotments
148	18.05.2024	£48.01	Phone Lines & Broadband	Buzz Networks Ltd.	DD	Digital Phones
147	13.05.2024	£17.94	Fuel	UK Fuels Limited	DD	Equipment
146	20.05.2024	£154.53	Fuel	UK Fuels Limited	DD	Vehicles
145	15.05.2024	£119.94	Equipment	Skyguard Limited T/A Peoplesafe	IB	Lone Working Devices Subscription
144	15.05.2024	£744.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
143	15.05.2024	£3,407.40	Maintenance	Energieo Limited	IB	LED Lighting in Pine & Wayground Roads
142	21.05.2024	£482.45	Waste Collection	Dorset Waste Partnership	DD	All sites
141	15.05.2024	£800.00	Audit Fees	Do the Numbers Ltd.	IB	Internal Audit Year End Audit
140	15.05.2024	£166.50	Room Hire	Corfe Mullen Village Hall	IB	Council Meetings
139	25.06.2024	£22.40	Fire Safety	Chubb Fire Limited	IB	Fire Extinguishers at Grounds Unit
138	20.05.2024	£48.00	Monthly Subscription	Central Computer Management Ltd	DD	Payroll Processing Fee
137	15.05.2024	£1,222.80	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	Sports Pitch Maintenance & Grass Cutting - March 2024
133	15.05.2024	£13.99	Materials & Supplies	Amazon Payments UK Ltd.	IB	Soak dispenser for Grounds Unit
132	15.05.2024	£44.24	Materials & Supplies	Amazon Payments UK Ltd.	IB	Padlock for CMYT to be reimbursed Air Freshener for Office Replacement Defibrillator Sign

Accounts for Payment - 14 May 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Notes
			Materials &			
131	15.05.2024	£8.26	Supplies	Amazon Payments UK Ltd.	IB	Handwash for Grounds Unit
130	15.05.2024	£17.88	CMYT Items	Amazon Payments UK Ltd.	IB	Chess set to be reimbursed
129	15.05.2024	£456.00	Health & Safety	Direct 365 Online Limited	IB	Sports Pavilion Legionella Testing
128	15.05.2024	£420.00	Health & Safety	Direct 365 Online Limited	IB	Grounds Unit Legionella Testing
127	15.05.2024	£83.98	Fire Safety	Dorset Fire & Security	IB	Sports Pavilion Fire Alarm Service
						Sports Pavilion Emergency Lighting Service
126	15.05.2024	£150.00	Fire Safety	Dorset Fire & Security	IB	Office Fire Alarm Service
125	15.05.2024	£54.00	Fire Safety	Dorset Fire & Security	IB	Office Emergency Lighting Service
124	15.05.2024	£96.00	Fire Safety	Dorset Fire & Security	IB	Trousers for Grounds Team
123	15.05.2024	£54.53	Uniform	Arco Ltd.	IB	Paper Towels for Office and CNVH to be reimbursed
			Materials &			
121	15.05.2024	£52.18	Supplies	PHS Group Plc	IB	New Cllr Induction Training
120	15.05.2024	£39.00	Room Hire	Corfe Mullen Village Hall	IB	All sites
119	15.05.2024	£1,180.20	Cleaning	Clean Deep Services Limited	IB	Office Rates
118	01.05.2024	£432.00	Rates	Dorset Council	DD	Cemetery Rates
117	01.05.2024	£227.00	Rates	Dorset Council	DD	Grounds Unit Roller Shutter Door Service
116	15.05.2024	£300.00	Maintenance	Unique Fire & Security Ltd.	IB	Vehicles and Equipment
115	06.05.2024	£167.13	Fuel	UK Fuels Limited	DD	Filler & Hooks for Sharps bin to be reimbursed
114	15.05.2024	£14.96	CMVH Items	Trade Uk (B&Q)	IB	Street Lights
113	01.05.2024	£197.73	Electricity Usage	SSE Energy Solutions (Southern Electric)	DD	H&S Consultancy
112	27.04.2024	£316.08	Health & Safety	Peninsula Business Services Limited	DD	Materials &
111	15.05.2024	£16.00	Supplies	Staff	IB	Certificate Frames for Civic Awards
110	23.04.2024	£7.75	Consumables	Co-op Supermarket	Card	Refreshment for Last Council Meeting
109	03.05.2024	£3.98	BACs Charges	The Co-Operative Bank	DD	Materials &
108	15.05.2024	£9.95	Supplies	Amazon Payments UK Ltd.	IB	Heavy Duty Wipes for Grounds Team
107	15.05.2024	£17.36	Equipment	Amazon Payments UK Ltd.	IB	Paper Cutter for Office
106	15.05.2024	£4.48	Stationery	Amazon Payments UK Ltd.	IB	Laminating Sheets
105	15.05.2024	£14.59	Equipment	Amazon Payments UK Ltd.	IB	Clearing Shovel for Grounds Team

Accounts for Payment - 14 May 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Notes
104	15.04.2024	£34.95	Materials & Supplies	Amazon Payments UK Ltd.	IB	Brown Paper for Office and Hand Towels for CMVH to be reimbursed
103	25.04.2024	£13.50	Expenses	Staff	IB	Mileage for DB
94	23.04.2024	£28.97	Materials & Supplies	Bridget Campbell (Corfe Mullen Lawn Tennis Club)	IB	Reimbursement for Tennis Net bands
TOTAL:		£12,283.95				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/07

Paper: C

Subject:	To Appoint Committees Members for the Municipal Year 2024/25
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Appoint Committee Members for the Municipal Year 2024/25
Background:	<p>Following the election of the Chair/Mayor and Vice-Chair/Deputy Mayor of the Council under agenda item TC 24/01 & TC 24/02, the business includes under Standing Order 5, Ordinary Council Meetings, 5j vii - Appointment of members to existing committees.</p> <p>As part of the new Councillor induction held on 7 May 2024, members completed a skills audit to indicate their training needs in order to be an effective member and preferences for membership of committee meetings.</p> <p>It is good practice for members to rotate membership of committees to extend their skillset.</p>
Key Points:	<p>A minimum of 8 members should be appointed to the Planning, Community Services and Finance & Administration Committee's and a minimum of 5 members to the Staffing Committee.</p> <p>Quorum for each committee shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.</p> <p>Members to be mindful of their commitment to committee meetings. In general, meetings are held at 18:30 on the second Tuesday of the month with exception of the Planning Committee which also meets on the fourth Tuesday of the month. The Staffing Committee meets ad-hoc, generally during office hours.</p>
Implications:	<p>Failure to appoint to committees may breach Standing Orders and meetings not being quorate and unable to conduct business.</p> <p>Committees enable Full Council to focus on matters which encompass all members and reduces the amount of time Council spends on discussing matters which can be presented as recommendations.</p>
Recommendation:	To appoint members to Committees.

Appendix 1 - Corfe Mullen Town Council – Municipal Year 2024/25

Chair/Mayor:	Vice-Chair/Deputy Mayor:
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No.	Full Council	Finance & Administration Committee (8)	Community Services Committee (8)	Planning Committee (8)	Staffing Committee (5)
1.	Cllr Jackie Bonham				
2.	Cllr Adrian Craven				
3.	Cllr Scott Florek				
4.	Cllr Lee Hardy				
5.	Cllr Anne Holland				
6.	Cllr Paul Holland				
7.	Cllr Susan Jefferies				
8.	Cllr Jocelyn Lortie				
9.	Cllr Peter Neil				
10.	Cllr Vanessa Papilio				
11.	Cllr Duncan Sowry-House				
12.	Vacancy				
13.	Vacancy				
14.	Vacancy				

Representatives for Outside Bodies		
DAPTCⁱ Eastern Area Committee:		
DAPTC Towns & Larger Parishes Committee		
Beacon Hill Liaison Sub-Committee:		
Corfe Mullen Allotment Association:		

ⁱ Dorset Association of Parish & Town Councils

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/08

Paper: D

Subject:	To Appoint Representatives to Outside Bodies and Arrangements for Reporting Back
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To appoint representatives to outside bodies and arrangements for reporting back.
Background:	Following the election of the Chair/Mayor and Vice-Chair/Deputy Mayor of the Council under agenda items TC 24/01 & TC 24/02, the business includes under Standing Order 5, Ordinary Council Meetings, 5j xi - Review of representation on or work with external bodies and arrangements for reporting back.
Key Points:	<p>Representation to outside bodies is reviewed annually.</p> <ul style="list-style-type: none"> • DAPTCⁱ Eastern Area Committee: Meetings are held 3-4 times a year to meet Councils in and around the locality to share best practice and talk through common issues. • DAPTC Towns & Larger Parishes Committee: Meetings are held 3-4 times a year to meet larger Councils in and around the locality to share best practice and talk through common issues. • Beacon Hill Liaison Sub-Committee: Meetings held as and when required relating to the works being conducted at the Beacon Hill landfill site. • Corfe Mullen Allotment Association: The Association meets throughout the year and invite a representative, as and when required to provide updates from the Council and answer any questions allotment holders may have. <p>Representative's report back via a verbal update at each Full Council meeting, if applicable under agenda item - To Note any updates from Representatives to Outside Bodies.</p> <p>Please see Appendix 1 - DAPTC information pack and the role of Representatives.</p>
Implications:	<p>If representatives are not appointed, the Council would not be compliant with its Standing Orders.</p> <p>Representation to outside groups and bodies maintains good working relationships with the Council and provides information about community needs.</p>
Recommendation:	To appoint members as representatives to outside bodies.

ⁱ Dorset Association of Parish & Town Councils



Dorset Association of Parish & Town Councils

(Affiliated to the National Association of Local Councils)

Colliton Annexe
Colliton Park
DORCHESTER
Dorset
DT1 1XJ

Tel: **01305 224460**

email: daptc@dorsetcouncil.gov.uk

www.dorset-aptc.gov.uk

16 February 2023

DAPTC Eastern Area Member Councils
For the attention of the Chair & Proper Officer

Dear Member Council

DAPTC Representatives & Area Committees

DAPTC Executive Committee have asked those named below to write to all member councils with a request to ensure that council consider at their Annual Meeting in May, the appointment of at least one DAPTC Representative. This is in the hope that it stimulates participation in both Area Committees and our Executive Committee.

Background to the request

Over recent years we have seen a decline in the number of representatives both being appointed and attending the meetings convened quarterly. Whilst some area committees are still well attended either online or in person; others sadly have struggled to maintain commitment from member councils.

As an organisation we firmly believe this role and opportunity is vital to:

- Allow elected members to network and catch up;
- Ensure parish and towns have a collective voice;
- Share issues and problems to understand how other councils may be dealing with them;
- And hear from guest speakers on relevant local issues.

We are acutely aware one purpose of these meetings prior to the pandemic was to cascade information and that now many local councils, elected members and officers get their news 'fix' in a variety of ways. We see a role for Area Committees, albeit the content of them may need refining to accommodate the changes experienced in recent years.

As well as Area Committees being low on numbers attending, we also have lost a number of DAPTC Executive Committee members in the last 2/3 years. It is vitally important that in our constitutional structure we have representation from across the whole of Dorset and currently that doesn't exist.

What we would like you to do

We ask that council:

1. shares the attached document describing the different roles in our governance structure;
2. appoint at least one DAPTC representative and where possible a second in terms of deputy cover;
3. consider if their representative would like to help Chair or be Vice Chair to one of the Area Committees and let DAPTC know of this interest;
4. duly nominate and agree the appointment(s) at the Annual Meeting of Council in May 2023;
5. ask them to attend a briefing to be scheduled in late May/June by DAPTC to welcome them to their role.

Finally, can we ask you to share the survey link with councillors to ask for their feedback if they have historically attended meetings or might consider attending. This will help our planning, to let us know what content would be of interest and the format of meetings. This will go some way to ensure we meet expectations going forward.

[Area Committees Survey](#)

If you have any questions about this letter or the short survey please let us know.

Yours sincerely,

Neil Wedge

Chief Executive
DAPTC

John Parker

President
DAPTC

The Dorset Association of Parish & Town Councils



Supporting Member Councils

Information on the roles at DAPTC

Introduction

In this introduction we thought it would be helpful to explain the role of DAPTC's Executive Committee and members before moving on to the role of DAPTC Representative at your council.

Each Area Committee has representatives that join the Executive Committee and the number of positions reflects the amount of member councils in that catchment area. The current DAPTC Constitution provides for the following number of positions on the Executive Committee:

Eastern Area—2
Central Area—3
Northern Area—4
Western Area—2
Purbeck Area—2
BCP Council Area—2
Towns & Larger Parishes Area—4

Our challenge:

We currently have vacancies in a number of the areas which in effect means that part of Dorset currently has a less effective way of sharing issues and concerns in the locality, developing a collective voice on those issues or sharing how to address them.

We are most keen to re-establish and re-invigorate these forums in, Central, Northern, Western and Purbeck areas from May onwards this year.

Please help us help you in the coming months by discussing this before and at your Annual Meeting of Council. The successful structure we have as a membership body starts with your councils appointing a DAPTC Representative.

Further Information on the DAPTC Executive Committee

Organisation.

Like any governing body, the DAPTC Executive has a Chairman and Vice Chairman who are elected annually at the December meeting. The Executive is also attended by the DAPTC President and Vice President who are there to advise the Executive based on their experience. The Chief Executive DAPTC and Hon Treasurer also attend meeting and may be supported by office staff.

Timing of Meetings.

In normal conditions Executive Committee meetings are held in December, March, June and September. Papers for meetings are issued electronically 7 days before a meeting. The annual general meeting of the Association is held in November, normally in County Hall or online which has been the format in recent years.

Role of the Executive:

The Executive Committee are jointly responsible for the strategic and financial management of the Association. As a membership Association the primary role is to serve the needs of the membership whether they be advice or direction.

Role of Members.

As representatives, members should bring matters to the attention of the Executive where they might have a wider impact on the rest of the county Association. In the same way, it is essential that they take back to their area / T&LC committees any matter from the county that might be pertinent to the area. To keep the discussions pertinent, it is essential that members do not repeat what may have already been said and keep their offerings succinct.

Role of Officers.

The Chief Executive (CE) is responsible to the Executive for the day to day running of the Association. The CE is supported by a Customer Relationship Manager and Training Coordinator. The CE will liaise with other bodies, both locally and nationally, on behalf of the Association.

Guest Speakers.

Guest speakers may be invited to attend meetings to keep the Executive abreast of changes which might impinge on local councils.

Representation on Other Bodies. Members of the Executive are often requested to represent DAPTC at meetings of other county organisations. It is essential that any relevant matters are brought back to the Executive, normally in the form of a written report.

Code of Conduct. Unlike parish councils the Executive does not have Standing Orders, however, all members are always expected to observe the Code of Conduct, particularly in their dealings with officers and visiting speakers. As a representative body, the Executive is apolitical in all aspects of its work. The highest standards should be set by the leadership.

DAPTC Representative

Role Name	DAPTC Representative.
Role Progression	If you choose to or have a desire for wider input this can lead to becoming a Vice Chair or Chair of the Area Committee.
Elected / Nominated	In the first instance by your council and then potentially elected to Chair or be Vice Chair of the Area Committee at the Area AGM.
Tenure	Annual. Agreed in your council at the Annual Meeting of Council in May each year.
Description	<ul style="list-style-type: none"> • Attend all meetings of the Area Committee up to 4 times year. • Report back to your council any feedback and actions via the Clerk. • Sign up to the DAPTC Friday e-news to keep yourself abreast of current topics of interest for your council and encourage others to subscribe. • Gather feedback from your council to take forward to Area Committees. • Raise any issues that might be pertinent to the broader community of parish and town councils through your Area Chair or direct to DAPTC between meetings. • Have the flexibility to be able to attend in person meetings as well as those held online. • Respond to online surveys for your council, consulting and canvassing contributions to your submissions.
Qualities	<ul style="list-style-type: none"> • Ability to keep discussions succinct and pertinent • Ability to understand if issues may resonate with other councils locally

The DAPTC Representative role is a way you can engage and network with colleagues from across your local part of Dorset. The meetings are an opportunity to see how councils are tackling local issues and developing projects for the benefit of their communities.

You can also find out what help and support is available for colleagues in terms of briefings and training.

What we need your council to do

In the coming weeks ahead of your Annual Meeting of Council please take time to share this information pack amongst your fellow councillors so that there is a greater understanding of the important role of DAPTC Representative. Here a quick checklist for you to do:

1. Clerk to share this pack and the covering letter to councillors;
2. If time permits to discuss this ahead of the Annual Meeting of Council to raise the awareness;
3. Ensure that on the Annual Meeting of Council there is an agenda item to appoint a DAPTC Representative;
4. Post Annual Meeting of Council look out for dates for an onboarding meeting in your area to welcome you to the role for the period to May 2024.

If you would like more information on DAPTC and what we do the resources below may be useful. These include role profiles for Executive Committee positions and a short narrated video explaining what we do.

Access to DAPTC Role Profiles: [Click Here](#)

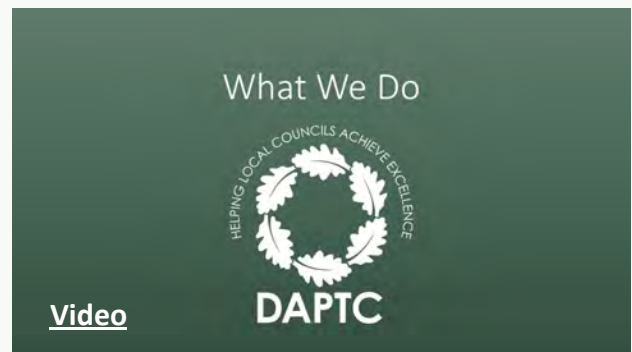
Access to DAPTC Training: [Click Here](#)

Access to DAPTC Working Together Webinars: [Click Here](#)

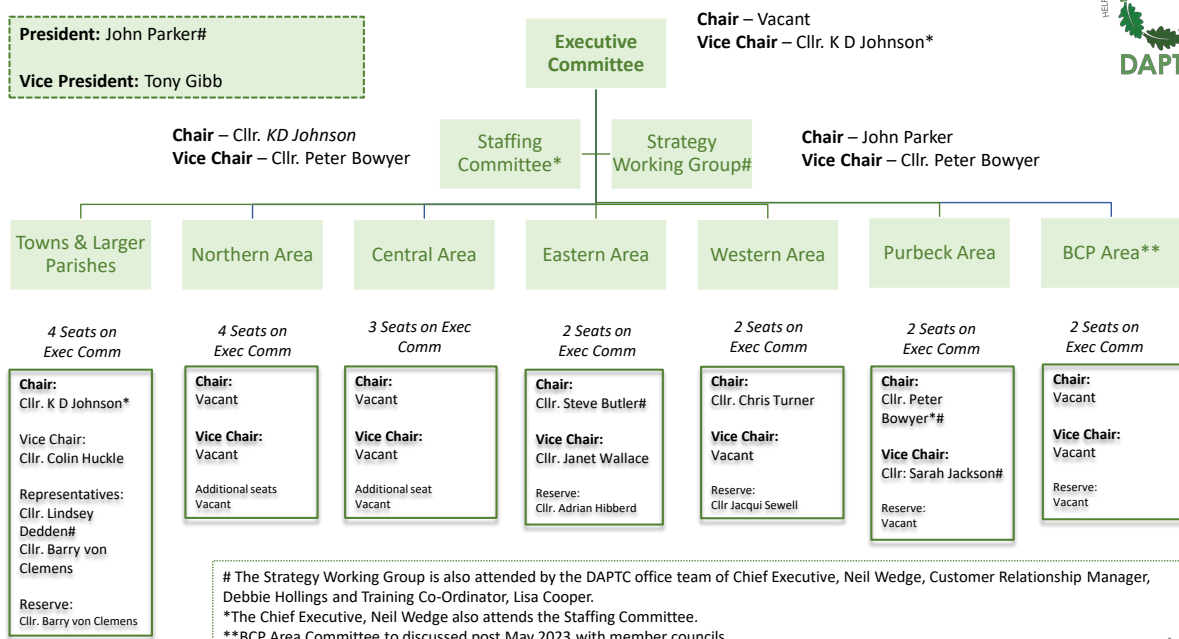
Access to DAPTC Area Committees: [Click Here](#)

To sign up to our Friday e-news direct: [Click Here](#)

We will be issuing meeting dates for those areas without Chairs/Vice Chairs in position from June/December after Annual Meetings of Council



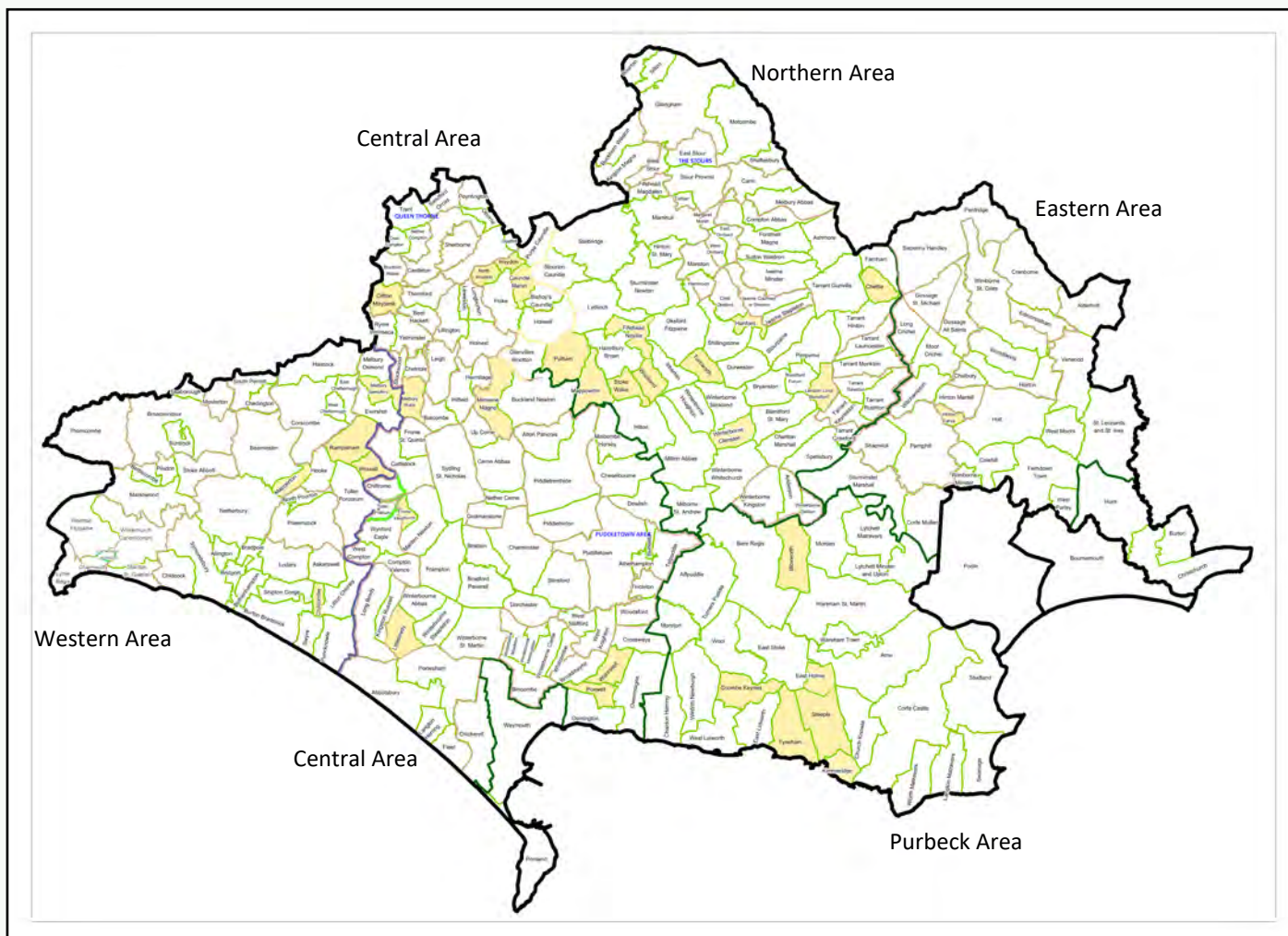
Executive Committees & Area Committees



Which DAPTC Area is your council represented within?

Shown below is a map of Dorset showing the boundaries for the DAPTC Area Committees. The boundaries are based on the historical geographical areas of the previous District Councils.

Due to the large area of the old West Dorset District Council, DAPTC chose to split this area into two, the Western Area and the Central Area. If you are unsure as to where your council lies, please contact DAPTC for confirmation.



Key:

Blue Line - split between Western & Central Areas

Brown Lines - Grouped Parishes

Coloured Parishes - Non-Members



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/09

Paper: E

Subject:	To Agree to sign up to the Civility and Respect Pledge
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For the newly elected Council to sign up to the Civility and Respect Pledge.
Background:	<p>CIVILITY AND RESPECT PROJECT - Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) Councils, Councillors, Clerks and Council staff and the resulting effectiveness of local councils.</p> <p>The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and county associations (DAPTC) have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.</p>
Key Points:	<p>CIVILITY AND RESPECT PLEDGE - NALC and SLCC, believe civility and respect should be at the top of the agenda and start a culture change for the local Council sector and invites all Councils to take the Civility and Respect Pledge.</p> <p>By signing the Pledge, shown in Appendix 1, Members are agreeing that Corfe Mullen Town Council will treat Councillors, the Clerk, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:</p> <ul style="list-style-type: none"> • has put in place a training programme for Councillors and staff • has signed up to the Code of Conduct for Councillors • has good governance arrangements in place including staff contracts and a Dignity at Work Policy • will seek professional help at the early stages should civility and respect issues arise • will commit to calling out bullying and harassment if and when it happens • will continue to learn from best practices in the sector and aspire to be a role model/champion Council through for example the Local Council Award Scheme • supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate <p>MISSION STATEMENT</p> <p>Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.</p>

	<p>The intimidation, abuse, bullying and harassment of Councillors, the Clerk and Council staff, in person or online, is unacceptable, whether by Councillors, the Clerk, Council staff, or members of the public.</p> <p>This can prevent Councils from functioning effectively, Councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.</p> <p>NALC and DAPTC, as the membership organisations representing the first tier of local government in England, and the SLCC, as the professional body for Clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of Councillors, professional officers and staff.</p> <p>To that end, the Civility and Respect Working Group have been working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.</p> <p>TRAINING</p> <p>One of the key aims of the civility and respect project is to deliver training support for Councillors, Clerks, and employees who experience difficulties with bullying and harassment and to start to address some of the causes of poor behaviour. The following e-learning modules are available, with all Councillors encouraged to participate:</p> <ul style="list-style-type: none"> • Standards in public life • Respectful and positive social media for Councils and Councillors • Leadership in challenging situations for Councils and Councillors • Personal resilience for Councils and Councillors <p>A Training & Development Policy is in place to demonstrate the Councils commitment to Training and Development.</p> <p>The Council originally signed up to the pledge in April 2023. The newly elected Council to consider signing the pledge for their term of office.</p>
<p>Implications:</p>	<p>The Civility and Respect Pledge has been introduced because there is no place for bullying, harassment and intimidation within the local Council sector. The pledge is easy to sign up to and enables the Council to demonstrate that it is committed to standing up to poor behaviour across the sector and driving through positive changes which support civil and respectful conduct.</p> <p>2024/25 budget allows £2500 – Staff training and £2000 – Councillor training.</p>
<p>Recommendation:</p>	<p>To sign up to the Civility and Respect Pledge</p>



Civility & Respect for the local council sector

- IS top of the
agenda

Definition of civility & respect

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

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

For more information about how
to get involved, visit:
www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.

How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens



Take the pledge

Appendix 1 - Civility and Respect Pledge

Definition of Civility and Respect

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

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and Local County Association (DAPTC) believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local Council sector.

By Corfe Mullen Town Council signing up to the civility and respect pledge we are demonstrating that our Council is committed to treating Councillors, Clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires Councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our Council has put in place a training programme for Councillors and staff	
Our Council has signed up to Code of Conduct for Councillors	
Our Council has good governance arrangements in place including staff contracts, and a Dignity at Work Policy.	
Our Council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our Council will commit to calling out bullying and harassment when if and when it happens.	
Our Council will continue to learn from best practice in the sector and aspire to being a role model/champion Council e.g., via the Local Council Award Scheme	
Our Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/10

Paper: F

Subject:	Review of Terms of Reference
Prepared by:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve amendments to the Terms of Reference for Committees.
Background:	<p>The Committee Terms of Reference are reviewed annually at the Annual Town Council meeting in accordance with Standing Order 5vi to ensure they maintain the Council's requirements and that Committees remain fit for purpose.</p> <ul style="list-style-type: none">• Finance and Administration• Community Services• Planning• Staffing
Key Points:	There are no amendments to the Committees Terms of Reference.
Implications:	<p>Committees with out of date or no Terms of Reference may leave the Council with Committees which have no direction or purpose.</p> <p>The decision making of Committees should be clearly set out to avoid any confusion and to avoid illegal decision making.</p>
Recommendation:	To APPROVE the Terms of Reference for the Committees of the Council.



CORFE MULLEN TOWN COUNCIL
TERMS OF REFERENCE
COMMUNITY SERVICES COMMITTEE

Purpose

The Community Services Committee is a Committee of Corfe Mullen Town Council (the 'Council'). Its purpose is to suggest, advise, decide and recommend on all matters concerning the open spaces, amenities, allotments, cemeteries, recreation and general grounds work under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Membership

The Community Services Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus six other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of eight members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

Authority, Powers and Duties

The Community Services Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Community Services Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

Responsibilities

1. To oversee the management of the Council's recreation services, allotments, burial administration, amenity planting, street lighting, street furniture and general grounds work, including play areas, open spaces, recreation ground and chapel, within the limits set out within approved policies, Financial Regulations and Standing Orders.
2. To be responsible for and make recommendations to the Council for expenditure within the limits previously approved by the Council in its annual

budget in respect of allotments, recreation and amenities, cemeteries, street lighting and vehicles and plant.

3. To note highways matters for information.
4. To prepare annual budget estimates for recommendation to the Finance and Administration Committee in respect of allotments, amenity planting, cemeteries, highways, recreation, street lighting and vehicles and plant.
5. To consider and recommend to the Council action on all public services matters affecting the Parish.
6. To consider government and other consultation documents or national, regional, and local policies and make recommendations to the Council.
7. To approve Accounts for Payment on behalf of the Council.
8. To consider such matters as may be delegated by the Council from time to time.



CORFE MULLEN TOWN COUNCIL

TERMS OF REFERENCE

FINANCE AND ADMINISTRATION SERVICES COMMITTEE

Purpose

The Finance and Administration Committee is the senior Standing Committee of Corfe Mullen Town Council ('the Council'). Its purpose is to suggest, advise, decide and recommend on all matters regarding resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Membership

The Finance and Administration Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus six other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of eight members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

Authority, Powers and Duties

The Finance and Administration Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Finance and Administration Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

Responsibilities

1. To monitor the Council's budget and regulate and control the finances of the Council within statutory requirements and the Council's Financial Regulations.
2. To consider and make recommendations to the Council on the management of the Council's finances and, on any revisions, and extensions of its financial policy, including Financial Regulations.

3. To prepare and submit to the Council a final proposed budget requirement for scrutiny by the Council, to include its own estimates of income and expenditure for the next financial year, including making recommendations to the Council on the budget and setting of the precept.
4. Lead the council's grant-raising activity, including investigating the availability of grants and preparing bids and proposals.
5. To consider any grant application received by the Council and make recommendations to the Council in respect of the payments of any such grant.
6. To review annually, charges for the photocopying under the Freedom of Information Act 2000.
7. To be responsible for expenditure and make recommendations to Council within the limits set out within approved policy, Financial Regulations and Standing Orders.
8. To carry out a regular assessment of all risks facing the Council and make recommendation to the Council.
9. To oversee the management of the Council's land, property, and assets, including staff, within the limits set out within the approved policy, Financial Regulations and Standing Orders, as well as any statutory requirements.
10. To consider the resources available to meet the Council's objectives in terms of land, finance, and manpower and to advise other committees and the Council as required.
11. To consider the financial implications and appropriate expenditure of the Council's plans and to accordingly make recommendations to the Council.
12. To recommend to the Council any revisions of its policies relating to matters within the remit of this Committee.
13. To approve Accounts for Payment on behalf of the Council.
14. To consider such matters as may be delegated by the Council from time to time.



CORFE MULLEN TOWN COUNCIL

TERMS OF REFERENCE

PLANNING COMMITTEE

Purpose

The Planning Committee is a committee of Corfe Mullen Town Council (the 'Council'). Its purpose is to suggest, advise, decide and recommend on all matters regarding planning within the Parish of Corfe Mullen under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Membership

The Planning Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus six other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of eight members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

Authority, Powers and Duties

The Planning Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Planning Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

Responsibilities

1. To consider all planning applications in relation to the Parish of Corfe Mullen and to make observations to the appropriate Planning Authority, along with submitting representations to the Planning Inspectorate in respect of planning application appeals if deemed appropriate to do so.
2. To raise other matters with the Planning Authority which directly relate to property development in the Parish.

3. To consider pre-application consultations, e.g., on telecommunications masts.
4. To oversee highway matters relating to Traffic Regulation Orders (TROs) allowing the Highway Authority (Dorset Council) to regulate the speed, movement and parking of vehicles under the Road Traffic Regulation Act 1984. Any recommendations relating to highways matters to be presented to Full Council for approval.
5. To consider all licensing matters in relation to the Parish of Corfe Mullen and to make observations to the appropriate Licensing Authority, along with submitting representations to the Planning Inspectorate in respect of planning application appeals if deemed appropriate to do so.
6. To consider all planning applications in relation to the Parish of Corfe Mullen and to make observations to the appropriate Planning Authority, along with submitting representations to the Planning Inspectorate in respect of planning application appeals if deemed appropriate to do so.
- 7.
8. To recommend to the Council, revisions to its policy in relation to planning and development matters.
9. To consider government and other consultation documents or national, regional, and local policies and make recommendations to the Council.
10. To consider such matters as may be delegated by the Council from time to time.



CORFE MULLEN TOWN COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

Purpose

The Staffing Committee is a committee of Corfe Mullen Town Council (the 'Council'). Its purpose is to suggest, advise, decide, and recommend on all matters regarding staffing within the Council under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Membership

The Staffing Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus three other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise five members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

Authority, Powers and Duties

The Staffing Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Staffing Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

Responsibilities

1. To consider all staffing related matters raised by the proper officer of the Council as the senior officer of the Council.
2. To review employees pay awards, increments and payroll management for recommendation to the Council.
3. To review the Staffing Structure and recommend changes to the Council.

4. To review any variations to contracts laid down by the National Joint Council (NJC 'Green Book') and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and recommend changes to the Council.
5. To review requests for change of contracts and flexible working and make appropriate recommendations to the Council.
6. To oversee any disciplinary investigation in line with the Council's disciplinary procedures, including appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken. However, members cannot be part of, or sit on, the investigation, initial hearing, and appeal for the same disciplinary or grievance matter.
7. Chair of Committee to constitute, along with the appropriate senior officer(s), the interview board for all applicants for Council employment.
8. To have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green Book') and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
9. To carry out the proper officer and Responsible Financial Officer's annual appraisal, and to receive the annual appraisals of all remaining staff once completed by the senior officer of the Council.
10. To consider such matters as may be delegated by the Council from time to time.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/11

Paper: G

Subject:	Review and Approval of Standing Orders
Prepared by:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To carry out the annual review of and approve Corfe Mullen Town Council Standing Orders.
Background:	National Association of Local Councils (NALC) Model Standing Orders have been adopted by the Council and should be reviewed annually in accordance with Standing Order 5ix.
Key Points:	<p>The document has been reviewed against the NALC Model Standing Orders 2018 for England, version 2 – April 2022 with updates as follows:</p> <p>3t – Meetings Generally: updated disclosable pecuniary interest wording in line with Model Standing Orders.</p> <p>12e – Draft Minutes: updated to reflect draft minutes published on the Council website no later than 10 working days following the meeting.</p> <p>13i – Code of Conduct and Dispensations: new addition in line with Model Standing Orders.</p> <p>14d – Code of Conduct Complaints: new addition in line with Model Standing Orders.</p> <p>15bi (bullet points) – Proper Officer: consent to serve councillors by email including summons, agenda and papers.</p> <p>5xxi – Ordinary Council Meetings: updated to read calendar of meeting for following calendar year, not municipal year.</p>
Implications:	Lack of or regularly reviewed Standing Orders leaves the Council not compliant with law and may result in illegal decision making or processes and procedures.
Recommendation:	To APPROVE the updated draft Standing Orders.



CORFE MULLEN TOWN COUNCIL

STANDING ORDERS

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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INTRODUCTION

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

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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 thirty minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 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 chair of the meeting may direct that a written or oral response be given.
- i A councillor shall raise their name plate when requesting to speak and shall await the invite of the chair of the meeting to do so.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m **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.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **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.**
- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or**

restrictions under code on their right to participate and vote in that matter.

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

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

- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 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 chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair

at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least fourteen 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 ten clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

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

 “The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Draft minutes shall be published on the council website which is publicly accessible and free of charge no later than 10 workings days 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(t).

- a Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **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.
- f 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.

- g 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.
- h Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- j **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the 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 Chair of Council of this fact, and the Chair 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 email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to confidential business or if their disclosure would be contrary to any enactment.**

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

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

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

(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments

(or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 3 clear days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b All staffing matters will be dealt with in accordance with the Council's written procedures.
- c 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.
- d In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(c).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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 their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

- b Unless the Council determines otherwise, a copy of each letter sent to the 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 two-thirds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/12

Paper: H

Subject:	Annual Review of Financial Regulations
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve the Financial Regulations.
Background:	<p>The annual review of the Councils Financial Regulations is carried out in accordance with the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide in line with Standing Order 5ix.</p> <p>JPAG are responsible for issuing proper practices relating to the governance and accounts of smaller authorities. Its membership comprises of sector representatives from National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities. Together with stakeholder partners representing the Department for Levelling Up, Housing and Communities, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, and a representative of the external audit firms appointed to smaller authorities.</p> <p>NALC have also produced an updated model template dated April 2024 for use by member Councils. Bold items refer to statutory obligations the Council cannot change.</p>
Key Points:	<p>Following review of the JPAG Practitioners Guide and implementation of the model template, the most notable changes for the 2024/25 financial year are as follows:</p> <ul style="list-style-type: none"> • Email Management: every authority should have an email account that belongs to the Council and to which the Council have access. office@corfemullen-tc.gov.uk used for all contact with the Council. • Internal Audit: the authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. Current internal auditor has been in place more than 12 years. Best practice is to review internal auditors at least every 5 years to ensure the Council are getting added value and reporting from their internal auditor. Council to investigate alternative options. • Sole Trustee: where a local authority acts as sole managing trustee for a trust(s) they must make sure that it has discharged all its responsibilities with regards to the Trust(s) finances. This needs to include financial reporting and, if required, independent examination or audit. Financial transactions of the Trust(s) do not form part of the authorities accounts and therefore not included in the Annual Governance & Accountability Return (AGAR) figures. Separate accounts held for Corfe Mullen Village and Corfe Mullen Youth Trust. • AGAR: where amendments are made by the authority to the AGAR after it have been approved by the authority and/or before

	<p>it has been reviewed by the external auditor, it is recommended that the Chair of the Council and the RFO initial the amendments and if necessary, republish the amended AGAR and recommence the period for the exercise of public rights to inspect the accounts. No AGAR amendments have been made.</p> <p>In addition, updates have been made as follows:</p> <ul style="list-style-type: none"> • Contract for the supply of goods, services or works: Value states £30,000 including VAT (previously £25,000+VAT) • Tender process: More clarity on process. • Annual Action Plan: No policy in place. Policy to be drafted and reviewed by the Finance & Administration Committee at a future meeting. • Budgetary control and authority to spend: Authorised spending limit for Clerk for any items below £500 (previously £100), the Clerk and the Chair of the Council up to £2000 (previously £2000). Clerk and Clerk/Chair spending limits increased. • Reserves Policy: General Reserves, no policy in place. Policy to be drafted and reviewed by the Finance & Administration Committee on 21 May 2024.
<p>Implications:</p>	<p>Failure to ensure Financial Regulations are up to date and being correctly followed may result in fraud to and loss of public funds.</p> <p>Failure to manage the Council's finances correctly and legally may result in criminal action and auditor's action.</p> <p>By implementing the NALC model Financial Regulations template, this ensure the Council is compliant with its statutory obligations relating to the Councils finances.</p>
<p>Recommendation:</p>	<p>To APPROVE the Financial Regulations for 2024/25 financial year.</p>



CORFE MULLEN TOWN COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the council at its annual meeting held on XX May 2024.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

DRAFT

CORFE MULLEN TOWN COUNCIL FINANCIAL REGULATIONS

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1. General

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

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £100.

2. Risk management and internal control

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

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

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

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

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

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

2.6. At least monthly, and at each financial year end, a member other than the chair of the council shall be appointed to verify bank reconciliations (for all accounts) produced by the clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the full council or delegated committee.

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

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the clerk in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The clerk shall complete and certify the annual accounting statements of the council contained in the AGAR in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the accounting statements, the clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

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

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

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

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

3.11. The clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and

display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The clerk shall, without undue delay, bring to the attention of full council any correspondence or report from internal or external auditors.

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Administration Committee with a recommendation made to full council at least annually in October for the following financial year.

4.3. No later than January each year, the clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. The draft budget including any recommendations for the use or accumulation of reserves, shall be considered by the finance & administration committee with a recommendation made to full council.

4.6. Having considered the proposed budget, the full council shall determine its council tax requirement by setting a budget. The full council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.8. The clerk shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be considered by the finance & administration committee with a recommendation made to full council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ('the Legislation'), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the clerk shall seek formal tenders from at least three suppliers agreed by the council.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the clerk shall seek at least 3 fixed-price quotes.
- 5.9. where the value is between £500 and £3,000 excluding VAT, the clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

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

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

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

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the full council. Avoidance of competition is not a valid reason.

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

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

- the clerk, under delegated authority, for any items below £500 excluding VAT.
- the clerk, in consultation with the chair of the council, for any items below £2,000 excluding VAT.
- a delegated committee for all items of expenditure under £5,000 excluding VAT.
- in respect of grants, a delegated committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000.

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

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

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the full council or a delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The clerk shall report such action to the chair of the council as soon as possible and to the full council as soon as practicable thereafter.

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

5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

5.21. Any ordering system can be misused and access to them shall be controlled by the clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the clerk and authorised by the full council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-operative Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the clerk. Where the certification of invoices is done as a batch, this shall include a statement by the clerk that all invoices listed have been 'examined, verified and certified' by the clerk.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the full council or delegated committee unless the council resolves to use a different payment method.
- 6.6. The clerk shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the clerk certifies 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 full council or delegated committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or delegated committee.

6.7. The clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or delegated committee. The full council or delegated committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the service administrator. The bank mandate agreed by the full council shall identify members who will be authorised to approve transactions on those accounts. The clerk and deputy clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

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

7.3. In the prolonged absence of the service administrator an authorised signatory shall process any payments due before the return of the service administrator.

7.4. The clerk shall check the payment details against the invoices before processing payments using the online banking system.

7.5. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the full council at least every two years.

7.6. Payment may be made by BACS or CHAPS by resolution of the council. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.7. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two authorised members, evidence of this is retained and any payments are reported to full council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.8. Account details for suppliers may only be changed upon written notification by the supplier verified by the clerk and an authorised member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.9. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.10. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised members and countersigned by the clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or delegated Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by full council or delegated committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the clerk and deputy clerk and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the full council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or delegated committee.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the full council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

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

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the clerk.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the clerk. The clerk shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the full council by the clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted electronically at least quarterly.
- 13.7. Where significant sums of cash are regularly received by the council, the clerk shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

- 15.1. The deputy clerk shall be responsible for the care and custody of all stores and equipment.
- 15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.3. The clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent,

plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

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

17. Insurance

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

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

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

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

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the clerk 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 shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of the clerk. The clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

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

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Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the clerk in the ordinary course of post, unless an electronic tendering process has been agreed by full council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/13

Paper: I

Subject:	Review of Inventory of Land and Other Assets Including Buildings, Office and Grounds Maintenance Equipment
Prepared By:	Catherine Horsley, Town Clerk/RFO
Purpose of Report:	To review the Asset Register which lists all buildings, land and items owned by the Town Council.
Background:	The Asset Register value is included on the annual year end accounts and is recorded as purchased value.
Key Points:	<p>The Asset Register is kept within the accounts and appropriate items classed as assets are added automatically.</p> <p>The report provides a list of items which were purchased or owned up to and including 2023/24 financial year.</p> <p>The recent internal audit report recommends an asset de minimis of £250 in line the Practitioners Guide. This methodology will be effective for the 2024/25 financial year.</p>
Implications:	Failure to maintain and regularly review the Asset Register would render the Council not complaint with its financial regulations, standing orders or the Annual Governance and Audit Report.
Recommendation:	To review and NOTE the Asset Register.

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Air Con Units x 3	2018	2,200.00	3,900.00	Office			
Appliances	2013	189.00	150.00	Grounds Staff Building			
Benches x 26	2021	7,237.00		Various sites			
Blinds	2003	400.00	1,000.00	Office			
Bus Shelters x 3	2008	8,300.00	9,000.00	All on Wareham Road			
Buzz Connect Phones x 4	2019	275.00	300.00	Office			
Byelaw Signs x 4	2021	345.00		Various Sites			
Cabinets/Shelving	2003	474.00	500.00	Office			
Car Ramps	2006	100.00		Grounds Staff Building			
Carpets	2003	700.00	1,000.00	Office			
CCTV	2021	2,708.00	3,000.00	Office and Ground Staff E			
Chapel (inc War Memorial)	1926	550.00	145,888.00	Old Cemetery			
Chapel Chairs and Lectern	1926	1.00	500.00	Chapel			
Combi Lockers x 6	2014	863.00	800.00	Grounds Staff Building			
Compost Bays	2020	10,730.00		Allotments			
Computer Monitors	2016	827.00	850.00	Office			
Council Office Building	2003	121,680.00	285,797.00	Office			
Cricket Netting	2015	966.00	1,000.00	Grounds Staff Building			
Disc Cutter		120.00	120.00	Grounds Staff Building			
Display Boards x 5	2020	931.00	1,000.00	Office			
Dog Bins x 7	2021	3,688.00		Various Sites			
Drying Heater	2014	100.00	100.00	Grounds Staff Building			
Filing Cabinet		5,000.00	120.00	Office			
Fire Extinguishers x 3	2003	277.50	300.00	Office			
Goal Post Sets x 7	2010	4,900.00	5,000.00	Grounds Staff Building			
Grit Bins x 6	2018	508.50		Various Sites			

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Grit Spreader		140.00	140.00	Grounds Staff Building			
Ground Staff Building	2013	78,000.00	164,158.00	Recreation Ground			
Heaters	2013	770.00	700.00	Grounds Staff Building			
Heavy Duty Drill & Attachments		200.00	200.00	Grounds Staff Building			
Heavy Duty Hose	2003	269.00		Grounds Staff Building			
Heavy Duty Workbench	2014	552.00	600.00	Grounds Staff Building			
Heras Fencing		1.00		Grounds Staff Building			
Honda Mower x 2	2019	1,092.00	1,100.00	Grounds Staff Building			
HP All in one PC	2016	333.00	350.00	Office			
Kitchen Units	2013	500.00	1,000.00	Grounds Staff Building			
Kitchen Units	2003	500.00	1,000.00	Office			
Kubota Ride on Mower (off Road)	2018	4,175.00	5,000.00	Grounds Staff Building			
Kubota Ride on Mower (Road Leg)	2013	7,800.00	10,000.00	Vehicles			
Land at Towers Way	2019	1.00		Towers Way			
Leaflet Racks	2004	312.00	300.00	Office			
Line Markers x 2	2006	1,405.67	3,333.34	Grounds Staff Building			
Litter Bins x 16	2004	3,268.00		Various Sites			
Makita Drill	2021	190.00	200.00	Grounds Staff Building			
Mayoral Chain and Badges of Of	2019	2,140.00	3,000.00	Office			
Memorial Seat	2009	750.00		Recreation Ground			
Modular Storage Unit - Wall Mo	2014	115.00	120.00	Grounds Staff Building			
MUGA site	2010	6,910.00		Towers Way			
New Cemetery	1970	10,000.00		New Cemetery			
Nissan Navara	2020	16,500.00	16,500.00	Vehicles			
Office Furniture	2021	4,952.00	5,000.00	Office			
Office Sign	2019	200.00		Office			
Old Cemetery	1890	1.00		Old Cemetery			
Pavilion (inc extension and hardstanding)	1985	176,573.00	535,413.00	Recreation Ground			

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
PCU's for office Staff	2016	1,886.00	2,000.00	Office			
Pillar Drill		250.00	250.00	Grounds Staff Building			
Play Area Henbury	2020	35,000.00		Henbury refurb			
Play Area Recreation Ground	2016	104,990.00		Recreation Ground inc R			
Play Area Towers Way	2015	26,845.00		Towers Way			
Recreation Ground		1.00		Recreation Ground			
Safe	2006	505.00	1,000.00	Office			
Scaffold Tower	2012	1,072.00	2,000.00	Grounds Staff Building			
Security Lights x 11	2009	4,000.00		Council Office and Village			
Shredder	2010	120.00	80.00	Office			
Signs x 46	2021	4,580.00		Various Sites			
Skate Park	2018	120,710.00		Recreation Ground			
Stationery		500.00	500.00	Office			
Stihl Blower x 2	2019	604.00	750.00	Grounds Staff Building			
Stihl Chainsaw	2020	495.00	500.00	Grounds Staff Building			
Stihl Combi Unit	2008	229.00	230.00	Grounds Staff Building			
Stihl Hedge Cutter	2017	390.00	400.00	Grounds Staff Building			
Stihl Hedge Cutter Attachment	2008	152.00	150.00	Grounds Staff Building			
Stihl Petrol Strimmer/Brush Cu	2008	3,750.00	4,000.00	Grounds Staff Building			
Stihl Pole Pruner Attachment	2017	153.00	150.00	Grounds Staff Building			
Storage Cabinets/Shelving	2020	1,289.00	1,300.00	Grounds Staff Building			
Street lights x 4	2009	1,275.00		Pine Rd, Wayman Rd, H			
Tall Steps	2003	290.00		Grounds Staff Building			
Vehicle Barrier x 3	2003	5,850.00		Recreation Ground			
Wall Heaters x 6	2003	550.00	550.00	Office			
Water Troughs x 15	2020	1.00		Allotments			
Waymans Way Sign	2007	804.00		Unadopted road sign			
Welcome to Village Signs	2003	1,700.00		Various Sites			

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Wolf Pressure Washer	2016	208.00	200.00	Grounds Staff Building			
		809,918.67	1,222,499.34				
Allotments							
Water trough lids x 15	14/02/2024	58.00		Broadmoor Road Allotme			
		58.00					
Exceptional and Capital							
4 x dog bins	14/10/2021	994.00		Recreation Ground			
Equipment	12/04/2023	2,050.00		Grounds Unit			
Equipment	12/04/2023	91.67		Grounds Unit			
Equipment	12/04/2023	2,050.00		Grounds Unit			
Equipment	12/04/2023	91.67		Grounds Unit			
Equipment	15/11/2023	20.82		Office			
Equipment	23/05/2023	8.33		Grounds Unit			
Equipment	18/09/2023	665.83		Office			
Equipment - Generator	21/02/2023	266.67		Grounds Unit			
Grounds Maintenance Equipment	29/03/2023	1,262.93		Grounds Unit			
Memorial Bench	23/08/2023	1,066.76		Recreation Ground			
New Play Area Fencing	25/01/2023	11,072.50		Henbury View Play Area			
New Play Equipment	26/10/2022	6,870.00		Recreation Ground Play /			
Picnic Benches	13/07/2022	1,354.00		Recreation Ground Play / 25 years			
Platinum Jubilee Fields Sign	17/11/2022	574.00		Recreation Ground			
Ratchet Straps for Trailer	24/01/2024	14.16		Grounds Unit			
Replacement new Line Painting Machines	09/03/2022	1,276.00	1,276.00	Grounds Unit			
Utility Gator Vehicle	06/03/2024	12,950.00		Grounds Unit			
		42,679.34	1,276.00				

General Admin

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Danger Steep Drop Signs	26/10/2022	194.20		New Cemetery			
Dog fouling signs	18/11/2021	666.06		Various			
Equipment	28/03/2024	437.85		Various			
Equipment	25/10/2023	23.32		Office			
Fingerpost refurbishment	27/04/2022	1,132.78		Cogdean Elms			
New Town Council Notice Boards	07/12/2021	3,349.93		Various			
Tennis Courts & Pavilion Signs	26/10/2022	409.22		Recreation Ground			
Town Council Sign	14/02/2024	53.70		Springdale Road Open S			
Welcome to Village Sign	14/09/2022	141.89		Lake Gates Roundabout			
		6,408.95					
Office Costs							
CCTV	09/02/2022	837.13		Office & Village Hall			
Equipment	26/07/2023	29.07		Office			
Equipment	23/08/2023	40.95		Office			
Intercom	24/01/2024	85.82		Office			
		992.97					
Recreation							
COSHH Cabinets x 2	03/01/2024	699.43		Grounds Unit			
Dog Bins	29/06/2022	264.00		Recreation Ground			
Drill	29/06/2022	166.66		Grounds Unit			
Emergency Lighting	23/11/2022	4,265.57		Sports Pavilion			
Equipment	12/04/2023	74.99		Sports Pavilion			
Equipment	15/11/2023	27.05		Grounds Unit			
Equipment	13/09/2023	20.79		Grounds Unit			
Equipment	28/06/2023	6.66		Grounds Unit			
Equipment	12/04/2023	5.83		Office			

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Equipment	20/12/2023	11.91		Grounds Unit			
Equipment	20/12/2023	7.23		Grounds Unit			
Equipment	20/12/2023	6.79		Grounds Unit			
Equipment	27/03/2024	30.82		Grounds Unit			
Equipment	15/06/2023	16.50		Grounds Unit			
Equipment	15/06/2023	29.17		Grounds Unit			
Equipment	15/06/2023	35.98		Grounds Unit			
Equipment	12/04/2023	74.99		Sports Pavilion Lounge			
Equipment	20/12/2023	26.28		Grounds Unit			
Equipment	15/11/2023	27.05		Grounds Unit			
Equipment	29/11/2023	8.32		Grounds Unit			
Equipment	29/11/2023	114.57		Grounds Unit			
Equipment - Generator & various tools	29/02/2024	129.15		Grounds Unit			
Fire Alarm	23/11/2022	6,807.31		Sports Pavilion			
Garden Rake	29/02/2024	25.00		Grounds Unit			
ID Cards & Lanyards	10/01/2022	112.25		Office			
Lopper	29/02/2024	43.71		Grounds Unit			
new height barrier at Springdale POS	26/10/2021	1,565.00		Springdale			
Notice Boards	11/01/2023	106.00		Sports Pavilion			
PPE	13/03/2024	71.64		Grounds Unit			
Recycling & General Waste Bin	24/01/2024	725.22		Recreation Ground Play /			
Safety Barriers	17/01/2024	461.00		Grounds Unit			
Safety Helmet	15/07/2021	135.00		Grounds Unit			
Sprayer	13/07/2022	157.83		Grounds Unit			
Stihl Shredder Attachment	14/02/2024	80.42		Grounds Unit			
Swing seat	14/02/2024	219.17		Recreation Ground Play /			
Temporary Barrier fencing & posts	15/06/2022	104.13		Grounds Unit			
Various Tools & Equipment	29/02/2024	154.03		Grounds Unit			

Corfe Mullen Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Weed Sprayer	25/01/2023	121.81		Grounds Unit			
		16,939.26					
Street Lighting & Furniture							
Fingerpost refurbishment	15/12/2021	1,121.75		Lockyers			
Fingerpost refurbishment	29/07/2021	1,011.18		Naked Cross			
Fingerpost refurbishment	25/05/2021	1,250.65		Atkins Cross			
Memorial Bench	07/03/2022	336.75		New Cemetery			
Memorial Bench	24/08/2022	560.00		Recreation Ground			
Oak Sleepers (2 Memorial benches)	06/02/2024	291.67		New Cemetery & Towers			
		4,572.00					
Grand Total:		881,569.19	1,223,775.34				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024

Agenda Item: TC 24/14

Paper: J

Subject:	Confirmation of Arrangements for Insurance Cover in Respect of all Insurable Risks
Prepared By:	Catherine Horsley, Town Clerk/RFO
Purpose of Report:	To review and confirm the arrangements for insurance cover of the insurable risks of the Town Council.
Background:	<p>The Asset Register (paper I) lists all items to be insured and has a separate column which lists the insured value if appropriate.</p> <p>Insurance is reviewed annually in September to be effective from 1 October. At renewal, the Town Council approved Clear Councils (previously BHIB) as the insurers for one year, when quotes will be obtained for the forthcoming year to ensure the Council get value for money and insurance is fit for purpose.</p>
Key Points:	<p>An insurance revaluation was carried out in March 2022 and the Asset Register insurance values were updated to reflect this.</p> <p>A revaluation is not a legal requirement, however, National Association of Local Councils (NALC) guidelines state that insured assets should have their value increased marginally when seeking quotes each year for insurance purposes, to avoid the need to carry out revaluations and subsequent large, isolated payments needing to be made.</p> <p>At the last Full Council meeting held on 23 April 2024, it was queried whether the Astro-turf cricket wicket was insured. The Deputy Clerk has confirmed with the Council's insurers Clear Councils that grounds surfaces including the Astro-turf cricket wicket are insured for damage to the total value of £144,444.</p>
Implications:	Failure to have assets adequately insured could see the Council having to pay for underinsured items should an incident occur.
Recommendation:	To review and NOTE the arrangements for Insurance Cover for all insurable risks.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/15

Paper: K

Subject:	To Approve Calendar of Meetings for 2025
Prepared by	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Approve Calendar of Meetings for 2025
Background:	The calendar of meetings should be considered and approved by Council annually in accordance with Standing Orders and published on the Town Council website for transparency purposes.
Key Points:	<p>The statutory provision for local Councils is to meet at least 3 times in addition to the Annual Meeting. These are ordinary meetings, the date and time of which should be agreed by the Council under the Local Government Act 1972 Sch 12, para 8(2) (England). The date and time should be listed in the Council’s calendar of meetings and are called by the Clerk.</p> <p>Timing of meetings</p> <p>No changes to the existing timetable for the Planning Committee and Full Council. However, Community Services has been updated to quarterly due to holding meetings on consecutive months, there is very little time to progress actions and provide a meaningful update to members. The Finance & Administration Committee falls in line with quarterly financial reporting with one additional meeting in November to discuss budget setting.</p> <p>Community Services Committee – 4 x per year on the second Tuesday of the month Planning Committee – Twice monthly on the second and fourth Tuesday of the month. Finance & Administration Committee – 5 x per year, in line with quarterly reporting and budget setting. Full Council – Monthly on the fourth Tuesday of the month with exception of May where the Annual Meeting and an Ordinary meeting are held.</p> <p>The Annual Village Hall and Youth Trust Annual General Meetings (AGM) are in August to make it more relevant and up to date when reporting on the financial year ending on 31 March.</p> <p>Generally, meetings will take place on the second and fourth Tuesday of the month. Meetings to commence at 18:30 with the proceeding meetings following at 19:00 or 19:30 and so on.</p> <p>Under Standing Order 3x, meetings shall not exceed a period of two hours.</p>
Implications:	Failure to publish calendar of meetings does not comply with transparency.

Recommendation:	To APPROVE Calendar of Meetings for 2025
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Corfe Mullen Town Council

Schedule of Meetings



2025							
Community Services 18:30	Planning 18:30	Finance 18:30	Full Council 19:00	Annual Youth Trust AGM 18:00	Annual Village Hall AGM 18:30	Annual Parish Meeting 18:30	Annual Town Council Meeting 19:00
11-Feb	07-Jan	07-Jan	07-Jan	12-Aug	12-Aug	13-Mar	13-May
10-Jun	28-Jan	08-Apr	28-Jan				
09-Sep	11-Feb	08-Jul	25-Feb				
09-Dec	25-Feb	14-Oct	25-Mar				
	11-Mar	11-Nov	22-Apr				
	25-Mar		27-May				
	08-Apr		24-Jun				
	22-Apr		22-Jul				
	13-May		26-Aug				
	27-May		23-Sep				
	10-Jun		28-Oct				
	24-Jun		25-Nov				
	08-Jul		16-Dec				
	22-Jul						
	12-Aug						
	26-Aug						
	09-Sep						
	23-Sep						
	14-Oct						
	28-Oct						
	11-Nov		Staffing Committee				
	25-Nov		(as required)				
	09-Dec						
	16-Dec						

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/16

Paper: L

Subject:	To Appoint Internal Auditor for 2024/25 financial year
Prepared by	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Appoint Internal Auditor for 2024/25 financial year
Background:	<p>The current internal Auditor, Eleanor Greene, Do the Numbers Ltd has been in place for more than 12 years.</p> <p>Best practice is to review the appointment of the internal auditor at least every 5 years to ensure added value and improve the Councils operations, albeit there is no requirement to rotate auditors, but the independence of the appointed person/firm should be reviewed annually with regards to personal, financial and professional independence.</p>
Key Points:	<p>Smaller authorities are required by the Accounts and Audit Regulations 2015 to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’.</p> <p>The Joint Panel on Accountability and Governance (JPAG) Practitioners Guide March 2024, section 4 – Best Practice guidance for internal audit provides the legal framework, regulations and guidance to be followed.</p> <p>Under paragraph 4.3 of the Practitioners Guide, every authority should ensure that they have a letter of engagement which would normally include the following:</p> <ul style="list-style-type: none"> • roles and responsibilities • audit planning and timing of visits • reporting requirements • rights of access to information, members and officers • period of engagement • remuneration • any other matters required for the management of the engagement by the authority <p>The Internal Audit Forum (IAF) is the professional body for Parish & Town Council independent internal auditors who aim to ensure a high standard of internal controls review is undertaken by its members. There are 6 members/firms who provide internal audit services across Dorset. All members/firms are recognised Consultative Committee of Accountancy Bodies (CCAB) or equivalent professional accounting body and CiLCA qualified.</p> <p>The Clerk has contacted one IAF member and Chair, who has been recommended by other Town and Parish Council Clerks in Dorset (Weymouth, Wimborne, Ferndown and Bridport). Please</p>

	<p>see Appendix 1 - Letter of engagement clarifies the work they will do, their fee and any other relevant terms.</p> <p>Appointment of an internal auditor is for the Town Council only. An independent examiner for the Charities to be discussed at the appropriate Sole Trustee meeting(s).</p> <p>Should Council wish to appoint a new internal auditor, a letter will be sent to the current internal auditor thanking her for her commitment and support to the Council over the past 12+ years.</p>
<p>Implications:</p>	<p>Essential competencies for appointing an internal auditor are as follows:</p> <p>The key principles in appointing an internal auditor are independence and competence. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:</p> <ul style="list-style-type: none"> • understanding book-keeping and accounting processes; where an authority's turnover exceeds the £200,000 threshold, this must include accrual accounting and balance sheets • understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management • awareness of relevant principles and practice of financial and other risk management • understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in the guidance • awareness of the most recent model Standing Orders and model Financial Regulations as published by the National Association of Local Councils (NALC) and how they are adopted by authorities • awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority • for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities <p>Failure to appoint an internal auditor who is not competent and independent of the Council would leave the Council not compliant with its Financial Regulations.</p>
<p>Recommendation:</p>	<p>To APPROVE appointment of Internal Auditor shown in Appendix 1 for the financial year from 1 April to 31 March 2024/25 at a total cost of £1600 excluding VAT.</p>

.....

LIGHTATOUCH

[Redacted]

02 May 2024

The Town Clerk
Corfe Mullen Town Council,

Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

**Internal Audit Service – Corfe Mullen Town Council
Letter of Engagement 2024**

Dear Catherine

Thank you for accepting my quotation to use my internal audit service for Corfe Mullen Town Council covering the period 2024/2025.

Please find below the terms of agreement to deliver this service during this period.

- **Lightatouch will deliver internal audit services to Corfe Mullen Town Council for the period 1 April 2024 to 31 March 2025.**
- **The delivery of the service is based on two mid year visits and an end of year review to be done between April 2025 and June 2025, to be agreed with the Town Clerk.**
- **An advice service on standard financial matters if also offered within the period.**
- **The specification of the internal audit work to be carried out has already been identified as per the original internal audit quotation document.**
- **Any additional work to be undertaken outside of the agreed internal audit specification will be subject to a daily rate of £250.00 per day.**
- **All written or oral information and material disclosed or provided by the Town Council will remain confidential.**

[Redacted]

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- An invoice will be submitted from the review covering the audit period and will be due for payment within 30 days of receipt.
- The invoice as stated does not include Value Added Tax.
- An amendment or modification to this agreement can be made will the full agreement in writing of Both Parties.
- Both Parties agree to do everything necessary to ensure that the terms of the Agreement take effect.
- Both Parties can terminate this agreement in writing at any time within the contract period.

Agreement:

We agree to the conditions of the terms of engagement for the delivery of Internal Audit Services by Lightatouch for Corfe Mullen Town Council 2024/2025.

Signed.....

Position.....

On behalf of:

Date

CORFE MULLEN TOWN COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2024/2025

STANDARD INTERNAL AUDIT:

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation.
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year.
- a review of the Council's compliance with the Transparency Code and ICO Publication Scheme
- a review of the year end information to be submitted to the external auditor.

Site visits by arrangement with the Town Clerk/RFO.

Matters arising and recommendations will be discussed with the Town Clerk /Responsible Finance Officer and a written report will be issued each internal audit visit.



CORFE MULLEN TOWN COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2024/2025

STANDARD INTERNAL AUDIT FEE

£1600.00 per annum two interim visit and a year-end review.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Yours sincerely

Tim Light FMAAT

Audit Director

Lightatouch

CV information

Professional Membership

- Member of Association of Accounting Technicians (AAT) May 1994
- Fellow Member of AAT May 1999
- Licensed Accountant and regulated by the AAT for public practice (no 8057)
- **AAT President 2007-2008** and **AAT Council Member 2001 to 2010**
- Affiliate member of Chartered Institute of Internal Auditors (CIIA)
- Affiliate member of the Society of Local Council Clerks (SLCC)
- Associate member of the Hampshire Association of Local Councils
- Associate member of SLCC Local Council Consultancy
- Chairman of the National Internal Auditor Forum for Smaller Authorities 2024

Professional Experience

- 29 years Local Government, internal audit experience with Hampshire County Council. Senior Audit Lead.
- From 2011, 13 years undertaking Parish and Town Council internal audits across the South and South West and Home Counties.
- [LinkedIn](#)

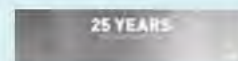
Key Skills

- Risk assessments, probity and systems reviews, proactive fraud detection linked to the National Fraud initiative on Data matching
- Presentation given to AAT, SLCC, County Associations on Internal Audit, Risk and Financial Management, Governance, Professional Standards, Change Management and Leadership.
- Business Adviser/Mentor

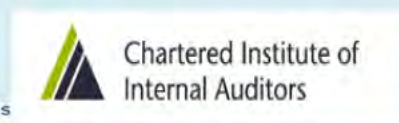
Insurance

- Full professional indemnity insurance cover.

Fellow Member of the Associations of Accounting Technicians:



Affiliated to:



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/17

Paper: M

Subject:	To Declare Eligibility for the General Power of Competence
Prepared by	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Declare Eligibility for the General Power of Competence (GPC)
Background:	<p>Councils no longer need to ask whether they have a specific power to act. GPC (Localism Act 2011 s.1(1)) gives local authorities, including eligible local councils, ‘the power to do anything that individuals generally may do’ as long as they do not break other laws. It is a ‘power of first resort’.</p> <p>Sometimes a Council can do things that an individual cannot do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation.</p> <p>GPC does not mean that the Council can delegate decisions to individual councillors, this is a procedural matter that remains enshrined in law.</p>
Key Points:	<p>Criteria for Eligibility: The freedom of the General Power of Competence (GPC) is available to local Councils that meet two criteria for eligibility under the Localism Act 2011 s.8. The Act sets out in a statutory instrument known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.</p> <p>Council must decide, at a Full Council meeting, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting.</p> <p>The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the Council after the ordinary election even if the condition of the eligibility criteria has changed.</p> <p>The Two Criteria for Eligibility:</p> <ol style="list-style-type: none"> Elected Councillors: At the precise moment that the Council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of Councillors. <p>Elected Councillors include all Councillors who stood for election whether or not the election was contested. Co-opted or appointed Councillors do not count as they are not elected.</p>

	<p>The total number of Councillors means the number of seats on the Council including those that might be vacant. i.e., if the number of councillors in total is 14 and two thirds is approximately 9.3, then the number of councillors that must be elected is 10.</p> <p>2. Qualified Clerk: The Clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk’s preparation for one of the recognised sector-specific qualifications.</p> <p>The recognised sector-specific qualifications are:</p> <ol style="list-style-type: none"> 1. The Certificate in Local Council Administration (CiLCA) awarded by Ascentis (or previously by Monitoring and Verification Board or the AQA), or 2. One of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely: <ul style="list-style-type: none"> • The Certificate of Higher Education in Local Council Administration • The first level of the Foundation Degree in Community Engagement • The Certificate of Higher Education in Local Policy and Governance (the Level 4r course) • Any equivalent successor qualification <p>Corfe Mullen Town Council meets the two criteria by having 11 elected members (>2/3 elected members) and a qualified Clerk who completed CiLCA in July 2023.</p>
<p>Implications:</p>	<p>It is important that the Council pays attention to the advice of its trained and qualified Clerk when taking decisions to ensure that it acts lawfully.</p> <p>Councils who do not meet the two criteria to be eligible to use the GPC, must use a specific power to act. The money that can be spent under the Local Government Act 1972 s.137 is limited while the power is restricted by regulations for use and scope. In addition, a Council cannot use s.137 if another specific power exists.</p>
<p>Recommendation:</p>	<p>To DECLARE eligibility to exercise the use of the General Power of Competence (GPC).</p>

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 14 May 2024



Agenda Item: TC 24/18

Paper: N

Subject:	To Approve Scheme of Delegation Arrangements
Prepared by	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Approve Scheme of Delegation Arrangements
Background:	This is a new document. Previously the Council has given temporary delegated authority i.e., during the Covid 19 pandemic and the Clerks sickness absence.
Key Points:	<p>A scheme of delegation is a reference document showing what authority the Council has delegated to committees and officers, under the Council's Standing Orders.</p> <p>The document provides the duties and powers of the Council, the Clerk and Responsible Financial Officer, Standing and Advisory Committees along with working groups.</p>
Implications:	Documented arrangements provide clear guidance to members and officers.
Recommendation:	To APPROVE Scheme of Delegation Arrangements.



CORFE MULLEN TOWN COUNCIL

SCHEME OF DELEGATION

DRAFT

1. INTRODUCTION

- 1.1. Corfe Mullen Town Council (the 'Council') Terms of Reference and Scheme of Delegation for Committees and Officers.
- 1.2. This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the 'Clerk') and Standing Committees to act with delegated authority in the specific circumstances detailed.

2. PROPER OFFICER – DUTIES AND POWERS

- 2.1. The Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- 2.2. The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - 2.2.2. Receive declarations of acceptance of office.
 - 2.2.3. Receive and record notices disclosing interests.
 - 2.2.4. Receive and retain plans and documents.
 - 2.2.5. Sign Notices or other documents on behalf of the Council.
 - 2.2.6. Receive copies of bylaws made by the unitary authority.
 - 2.2.7. Certify copies of bylaws made by the Council.
 - 2.2.8. Draft agendas determining the appropriate committee for business.
 - 2.2.9. Sign summons for members to attend ordinary or extraordinary meetings of the Council.
 - 2.2.10. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
 - 2.2.11. To institute and appear in any legal proceedings authorised by the Council.
- 2.3. In addition, the Clerk has delegated authority to undertake the following matters on behalf of the Council:
 - 2.3.2. To manage all the Council's services and assets, together with routine inspection in line with the budgets and policies approved by the Council.
 - 2.3.3. To manage all employees in accordance with the Council's HR policies and procedures in line with the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
 - 2.3.4. The Clerk shall delegate day to day management of functions and services to the service leads, in line with their approved job description and specifications for the posts, as agreed by the Council.
 - 2.3.5. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its committees.
 - 2.3.6. Authorisation of expenditure as set out in the Financial Regulations.
 - 2.3.7. Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation and in line with resolutions of the Council. The use of the Clerk's delegated powers shall be reported to the next available Full Council meeting.

3. RESPONSIBLE FINANCIAL OFFICER – DUTIES AND POWERS

- 3.1. The Clerk shall be responsible for the Council's accounting procedures in accordance with the Joint Panel on Accountability and Governance (JPAG) practitioners guide and Accounts and Audit Regulations in force at any given time.

4. ABSENCE OF THE CLERK

- 4.1. In the absence of the Clerk, the Deputy Clerk shall be authorised to deputise and undertake any of the functions of the post.

5. URGENT MATTERS

- 5.1. Subject to consultation with either the Chair and/or Vice-Chair of the Council, the Clerk is authorised to act on behalf of the Council on any matter where urgent action is required to protect the interests of the Council.
- 5.2. Before the Clerk exercises the delegated powers, those members consulted shall consider whether the matter justifies summoning an extraordinary meeting of the Council.
- 5.3. Whenever any action is taken in this way, a report of the circumstances justifying urgent action shall be submitted to the next available delegated committee or Full Council meeting.

6. COMMITTEE TERMS OF REFERENCE

- 6.1. The Terms of Reference for each of the Council's committees and sub-committees (as appropriate) shall be published on the website and reviewed annually in line with the Council's Standing Orders.
- 6.2. The Council will determine the number of standing committees and quorum.
- 6.3. Any member of the Council may attend committee meetings of which they are not a member. They must declare that they are not a member and may only speak on any matter with the permission of the Chair and shall not vote. The member may not remain present at the meeting for any confidential items.

7. FULL COUNCIL - Matters Reserved for Full Council

- 7.1. All members of the Council will meet once a month or in the case of urgent business an extraordinary meeting will be scheduled.
- 7.2. Quorum in line with the Council's Standing Orders.

8. Matters relating to Governance

- 8.1. Adopting and changing the Council's Standing Orders, Financial Regulations and committee Terms of Reference; inc. adoption or revision of the Council's Code of Conduct and by resolution that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- 8.2. Approving, adopting, or making material changes to the Council's policy framework; inc. corporate governance, risk management and health and safety.
- 8.3. Making, amending, revoking, re-enacting, or adopting byelaws and promoting or opposing the making of local legislation.
- 8.4. Approval of leases and licences.
- 8.5. All other matters which must, by law, be reserved to the Full Council.

9. Matters relating to Finance

- 9.1. Agreeing and approving the Council's Budget and the level of precept.
- 9.2. All matters relating to finance, including approval of the year end accounts and Annual Governance and Accountability Return (AGAR).
- 9.3. All matters relating to Internal and External Audit.
- 9.4. Authorising borrowings and incurring expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- 9.5. All matters relating to grant funding.

10. Matters relating to Democracy

- 10.1. Appointing Council representatives to outside bodies.

11. Matters relating to Staff

- 11.1. Confirming the appointment of the Clerk and all staffing matters, other than those delegated to the Clerk.

12. Matters relating to Public Services

- 12.1. All matters relating to amenities, street scene, open spaces, cemeteries and allotments.
- 12.2. Street naming when requested by the Planning Authority.

13. FINANCE & ADMINISTRATION COMMITTEE - Matters reserved for Committee

- 13.1. The committee is authorised to appoint sub-committees and/or groups for the purposes specified by the committee.
- 13.2. To approve Accounts for Payment on behalf of the Council.
- 13.3. To consider and review finance related matters and make recommendations to the Full Council.

14. PLANNING COMMITTEE – Matters reserved for Committee

- 14.1. The committee is authorised to appoint sub-committees and/or groups for the purposes specified by the committee.
- 14.2. Matters for consideration and determination:
 - 14.2.2. To comment on planning applications received from the planning authority.
 - 14.2.3. To comment on behalf of the Council on local, structure, mineral, waste and regional plans and any other plan or studies considered appropriate.
 - 14.2.4. To comment on and make recommendations to the Full Council relating to highways and parking issues within the Parish.
 - 14.2.5. To comment on licensing matters received from the licensing authority.
 - 14.2.6. Any policies relating to planning matters.

15. COMMUNITY SERVICES COMMITTEE – Matters reserved for Committee

- 15.1. The committee is authorised to appoint sub-committees and/or groups for the purposes specified by the committee.
- 15.2. To approve Accounts for Payment on behalf of the Council.
- 15.3. To consider and review public services related matters and make recommendations to the Full Council.

16. STAFFING COMMITTEE – Matters reserved for Committee

- 16.1. The committee is authorised to appoint sub-committees and/or groups for the purposes specified by the committee.
- 16.2. To consider and implement any changes which are required to comply with employment law, health & safety law and terms & conditions of service as laid down by the National Joint Council (NJC 'Green Book') as amended by the Local Agreement and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- 16.3. To oversee any disciplinary investigation in line with the Council's HR procedures.
- 16.4. To consider staffing related matters and make recommendations to the Full Council.

17. OTHER COMMITTEE MATTERS

- 17.1. Standing committees may be formed by resolution of the Council at any time and delegated powers may be agreed upon at the time the standing committee is formed by means of a resolution detailing the terms of reference.
- 17.2. Any Committee may refer matters on which it has delegated authority to the Full Council.

18. ADVISORY COMMITTEE AND WORKING GROUPS

- 18.1. An advisory committee or working group may be formed by resolution of the Full Council or a delegated committee at any time.
- 18.2. The work of such a committee or working group will be decided upon at the time it is formed by means of a resolution detailing the terms of reference which will consider the purpose of the committee or group, membership, frequency of meetings, accountability, reporting and areas of interest.
- 18.3. Advisory committees and working groups will report recommendations to the Full Council.

19. DELEGATION - LIMITATIONS

- 19.1. Committees, advisory committee or working group shall, always, act in accordance with the Council's Standing Orders, Financial Regulations and Terms of References, and where applicable, any other rules, regulations, schemes, statutes, byelaws, or orders made, and any resolutions made by the Council.
- 19.2. No individual Councillor may be given delegated authority to act in a way that binds the Council to a decision, expenditure, or policy position.

20. REVIEW

- 20.1. This Scheme of Delegation was presented to the Annual Town Council meeting held on XX May 2024, for approval and adoption, minute no. TC 24/XX.
- 20.2. This policy will be reviewed at the Annual Town Council meeting or when there are changes to legislation, whichever is the sooner.

21. REFERENCES

- 21.1. Council's Standing Orders
- 21.2. Council's Financial Regulations
- 21.3. Committee Terms of References