



Seaford Town Council

Report 26/19

Agenda Item No: 11a
Committee: Council
Date: 20th June 2019
Title: Standing Orders Review
By: James Corrigan, Town Clerk
Purpose of Report: To present the review of the Council's Standing Orders.

Recommendations

You are recommended:

1. To adopt the revised Standing Orders as presented.
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1. Information

- 1.1 Council Officers have reviewed the Council's Standing Orders and no changes to the current Standing Orders are recommended.
- 1.2 The Town Council is recommended to re-adopt the current Standing Orders at Appendix A.

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk

Report 26/19
Appendix A



Seaford Town Council

Standing Orders

Adopted
Review

~~21st June 2018~~ ~~20th June 2019~~
July 2019 June 2020

Formatted: Superscript

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Seaford Town Council

Standing Orders

1 Rules of debate at all meetings

- a These rules apply to Full Council as well as Committee and Sub-Committee meetings.
- b Debate on an agenda item can and usually will take place prior to any motion being made.
- c Reports, recommendations and 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.
- d A recommendation or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- f If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- g An amendment is a proposal to remove or add words to a recommendation or motion. It shall not negate the motion.
- h If an amendment to the original recommendation or motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- i 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.
- j A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- k 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.
- l Subject to Standing Order 1(m) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

- m 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.
- n A Councillor may not move more than one amendment to an original or Substantive motion.
- o The mover of an amendment has no right of reply at the end of debate on it.
- p 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 of the first amendment or at the very end of debate on the final Substantive motion immediately before it is put to the vote.
- q Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- r The Chair will only allow a Councillor to speak again if the Councillor is introducing new information.
- s During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- t A point of order shall be decided by the Chair of the meeting and his/her decision shall be final.
- u 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 requirements.

- v 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 his/her right of reply.
- w Excluding motions moved under Standing Order 1(u) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the 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 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) above 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

- 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 suitable 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, if they are present, during public participation make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, subject to the Council's Public Participation policy.

- f Subject to Standing Order 3 (g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- g A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- h 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.
- i 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 his/her absence be done by, to or before the Vice-Chair of the Council (if any).
- j The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, 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.
- k Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or non-Councillors with voting rights present and voting.
- l 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 his/her casting vote whether or not he gave an original vote.
See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.
- m Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- n 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 present and absent, noting those that have given apologies;
 - 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.
- o **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**
 - p **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council or Committee are present and in no case shall the quorum of a meeting be less than three. See Standing Order 4d(viii) below for the quorum of a Committee or Sub-Committee meeting.**
 - q **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.**
 - r **A meeting shall not exceed a period of three hours.**

4 Committees and Sub-Committees

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d **Councillors who cannot attend a Committee or Sub-Committee can appoint any Councillor to attend in their absence as a voting ex-officio member. The absent Councillor must advise the Town Clerk or Committee Clerk of the nomination.**
- e **All Councillors who are not members of a Committee are entitled to attend the said meeting and participate but not vote. Non-Committee or Sub-Committee Councillors will however be excluded for exempt items at these meetings.**

- f 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 Full 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) above, appoint and determine the terms of office of members of such a Committee;
 - v. may, subject to Standing Orders 4(b) and (c) above, 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 one day 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 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 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 new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- 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 directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.

- f The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she shall preside at the 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 must 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, he/she shall preside at the meeting until a new Chair of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting 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 his/her 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. Appointment of members to existing Committees;
 - vi. Appointment of any new Committees in accordance with Standing Order 4 above;
 - vii. Review of representation on or work with external bodies and arrangements for reporting back;
 - viii. 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;
 - ix. Review of inventory of land and assets including buildings and office equipment;
 - x. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xi. Review of the Council's and/or staff Subscriptions to other bodies.

6 Extraordinary meetings of the Council and 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 or refuses to 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 must 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 or refuses to call an extraordinary meeting within seven days of having been requested by to do so by four members of the Committee or the Sub-Committee, any four members of the Committee or the Sub-Committee may convene an extraordinary meeting of a 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 ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, 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) above has been disposed of, no similar motion may be moved within 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 The preferred operation of the Council is for Councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary. However, if a Councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for 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.

- c 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 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- f 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.
- g Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer for their 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 sensitive 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 requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a 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) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she 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 his/her

view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Upon 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(o) above.

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which he/she has a prejudicial interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- d A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required and that decision is final.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to Standing Orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances the following applies:**
 - 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 or;

- ii. granting the dispensation is in the interests of persons living in the Council's area or;
- iii. it is otherwise appropriate to grant a dispensation.

14 Code of conduct complaints

- a Upon notification by the District that it has deemed a complaint worthy of investigation 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 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above 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) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **At least three clear days before a meeting of the Council, a Committee or a Sub-Committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillors 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).**

- ii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her 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. retain acceptance of office forms from Councillors;
- vii. retain a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- 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 22 below.
- 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 his/her absence Vice-Chair (if any) 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 Planning 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 below.

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 (England).
- 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.

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.

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee or the Grievance / Disciplinary Sub-Committee is subject to Standing Order 11 above.
- b The Town Clerk shall manage the Council's sickness absence in accordance with Council Policy.
- c The Mayor of the Council and the Chair of the Personnel Committee (or Vice-Chair if this is the Mayor) or in his/her absence, the Deputy-Mayor shall conduct an annual review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Personnel Committee.
- d All staff grievances will be conducted in accordance with the Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only Managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

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 *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21 Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c 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.
- d 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.
- e 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 Press & Media Policy, Press Release Procedure and Communications Strategy.

23 Execution and sealing of legal deeds

See also Standing Order s 15(b)(xii) and (xv) above.

- 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) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

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 Councillors of the District and County Council representing the area of the Council.
- b Where deemed necessary by the relevant officer correspondence sent to the District or County Council shall be copied to the relevant District or County Councillor(s).

25 Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect (this does not apply to publicly accessible property); or
 - ii. issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Council.

26 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his/her acceptance of office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.



Seaford Town Council

Report 19/19

Agenda Item No: 11b
Committee: Council
Date: 20th June 2019
Title: Financial Regulations
By: Colin Andrews, Responsible Financial Officer
Purpose of Report: To present the review of the Council's Financial Regulations.

Recommendations

You are recommended:

1. To adopt the revised Financial Regulations as presented in report 19/19, with any necessary corrections to page numbers.
-

1. Information

- 1.1 The Council adopted its current Financial Regulations in April 2017 and further in June 2018, which have been reviewed by Officers with recommended tracked changes at Appendix A.
- 1.2 As guided by the Internal Auditor certain minor changes to Para 11.1.i have been made and noted by track change in the Appendix.

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Colin Andrews, RFO

Responsible Financial
Officer

Town Clerk



Report 19/19
Appendix A

Seaford Town Council

FINANCIAL REGULATIONS

(Based on NALC 2014 model Financial Regulations)

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These Financial Regulations were adopted by the Council at its meeting held on 18th October 2018.

1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders¹.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Any breaches of the Financial Regulations may be liable to disciplinary action against the individual in accordance with the Council's disciplinary policy
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.9. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.10. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.11. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

² Accounts and Audit (England) Regulations 2015 and any subsequent amendments and current regulations.

- measures to ensure that risk is properly managed.

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

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts above the approved delegated limit;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors unless of high importance as determined by the Town Clerk and / or a matter of security which will be adopted and reported to the Finance & General Purposes Committee meeting as soon as practicable afterwards.

shall be a matter for the Full Council only.

1.13. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations and resolutions about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the

original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of two annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit

Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, as soon as practical, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council will produce a 3-year budget.
- 3.4. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year or a date agreed with the billing authority. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by the Council when setting the Annual Budget, subject to the requirements of the Council's Standing Orders and Financial Regulations.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of the Council. During the budget year, it is expected that Account Codes will vary to budget and that consequently Cost Centres will also. However, the Committee spend has to be within budget unless approved otherwise by Council. It is noted that some budgets are dependent on external factors e.g. income received at the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements.

- 4.3. In cases of extreme risk, determined by the Town Clerk, to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Council as soon as possible thereafter.
- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves by the Finance and General Purposes Committee OR Full Council.
- 4.5. The salary budgets are to be reviewed at least annually and by each year end for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This is not budgetary control just normal budget process.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and where necessary the requisite borrowing approval has been obtained subject to 4.3 above.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the relevant Committee with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of significant variances. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO or Finance Manager (FM) to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.
- 5.3. The FM shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The FM shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.

- 5.4. The RFO shall have delegated authority to authorise the payment of all items that are necessary to provide the services of the Council in line with the Council's Scheme of Delegation and the budgets set by the Council.
- 5.5. The Finance Assistant shall prepare a schedule of payments to be made for at least two Councillors and the RFO or Town Clerk to authenticate for compliance.
- 5.6. Following the repeal of S150, payments are authorised and signed by the RFO and Finance Manager. A summary schedule of payments made will be presented to the Finance and General Purposes Committee on a quarterly basis as part of the budgetary process. The Finance and General Purposes Committee shall review the schedule for compliance and, having satisfied itself shall accept payments are in order by a resolution of the Committee. The summary and Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.7. In respect of grants the Finance and General Purposes Committee shall approve expenditure in accordance with the Grants Policy and within any limits set by Council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6. MAKING OF PAYMENTS

- 6.1. Following authentication under Financial Regulation 5.5 above, the RFO shall give instruction that a payment shall be made.
- 6.2. All payments shall be effected by electronic payment wherever possible. The Council shall where possible reduce the number of cheque payments.
- 6.3. Cheques or orders for payment drawn on the bank account shall be signed by two members of Council, and countersigned by the Clerk. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.4. If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are reported to Finance and General Purposes Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

- 6.5. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator or Nominee. The bank mandate approved by the Council shall identify a number of Councillors and officers who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.6. Changes to account details for suppliers, may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Finance Manager and the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.7. Any Debit / Credit Card issued is to be used in accordance with the Council's Debit Card Policy and procedure.
- 6.8. The Finance Manager shall provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Manager with a claim for reimbursement.
- a) The Finance Manager shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts of employment payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee or Council otherwise than in accordance with the Scheme of Delegation.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

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

7.5. Any termination payments shall be supported by a clear business case and shall only be authorised by Council otherwise than in accordance with the Scheme of Delegation.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings and financial arrangements shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for approval shall be approved by Council as to terms and purpose. The application for approval, and subsequent arrangements shall only be approved by full Council.
- 8.2. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.3. The Council shall approve an Annual Investment Strategy, in accordance with relevant regulations, proper practices and guidance.
- 8.4. All investments of money under the control of the Council shall be in the name of the Council.
- 8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.6. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Making of payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO, who shall make and maintain adequate arrangements for prompt and proper banking and accounting for all cash, including its collection, custody, control and deposit.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council if over £3,000 or to the Finance & General Purposes Committee if under £3,000 and shall be written off in the year.

- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO and shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. The RFO shall ensure systems are in place so that wherever practical and possible receipts will be issued by staff at the point of receiving a cash payment.
- 9.10. Where in excess of £100 is received by the Council and it is not practical to immediately issue a receipt, the RFO shall ensure that systems are in place so that more than one person is present when the cash is counted, that there is a reconciliation to some form of control, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by budget managers and the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, subject to Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. Budget managers are responsible for the placing of orders within their overall budget.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order or as soon after the order is placed by the budget manager.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;

- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman of Finance & General Purposes Committee. ; and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. contracts of employment;
 - viii. any contract, for the sale or purchase of any right in or over land or premises;
- b. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- c. Invitations to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- d. 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.
- e. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- f. Electronic tenders can be accepted where specified by Seaford Town Council's where contracts are for less than £20,000 in value.
- g. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- h. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

- i. Where the estimated costs of works, goods, services or materials are as set out below, after the required budget provision has been agreed, the arrangements for the invitation of tenders or quotes as appropriate and the subsequent acceptance thereof shall be as below.

Estimated Value of purchase			Method of Procurement	Accepted by
0	to	£1,999,000	Best Practice in line with FR 10.3 – <u>power to spend</u>	Budget holder
£2,001	to	£24,999	Minimum 3 quotes/estimates - No quote should be accepted without approval from the Town Clerk or RFO	Town Clerk/ RFO
£25,000	to	£49,999	<p>Minimum 3 tenders quotations from at least three firms to be taken from the appropriate approved list or appropriate contractors/suppliers.</p> <p>All contracts over £25,000 to be scrutinised by the Central Management Team prior to advertising of contract.</p> <p>Advertise all contracts over £25,000 on the Council's website and the Contracts Finder website within 24 hours of advertising elsewhere. Unless the Council chooses to use an existing list of approved suppliers (framework</p>	Town Clerk/ RFO plus 1 Member of the Council

			<p>agreement).</p> <p>A contract for over £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015.</p>	
£50,000	to	above	<p>Tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ul style="list-style-type: none"> • a specification for the goods, materials, services or the execution of works shall be drawn up; • 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; 	

			<ul style="list-style-type: none"> • All Contracts over £25,000 shall be advertised on the Council's website and the Contract Finder website within 24 hours of advertising elsewhere. Unless the Council chooses to use an existing list of approved suppliers (framework agreement). • the invitation to tender shall be advertised via the Councils website, social media, and a press release as well as any other manner that is appropriate; • Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010. • tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer by a specified date and time; • A minimum of three tenders shall be invited to tender and a minimum of two considered from the appropriate approved list or appropriate contractors/suppliers 	
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			<ul style="list-style-type: none"> 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; The Contract can be awarded by the Proper Officer in line with the instructions of the Committee or Council without further redress The Council is not bound to accept the lowest tender The outcome of the tender process will be recorded in the Councils tender file held by the Finance Manager and will be reported to the next appropriate meeting 	
In excess of £181,302 for services or £4,551,413 public works contract			<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the</p>	

			<p>relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</p>	
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12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other

consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as

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

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

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 19), the RFO shall affect all insurances and negotiate all claims on the Council's insurers.
- 15.2. Section Managers and the Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. INTERNAL CONTROL

- 16.1 The Town Clerk and RFO, under the direction of the Finance & General Purposes Committee shall be responsible for all internal control matters.
- 16.2 The Council's system of internal control shall cover:
- a. Appointment of Proper Officers and the RFO;
 - b. Proper book-keeping and financial reporting arrangements;
 - c. Financial Regulations including Standing Orders and payment controls;
 - d. Risk management arrangements;
 - e. Budgetary controls;
 - f. Income controls;
 - g. Petty cash controls;
 - h. Payroll controls;
 - i. Capital controls covering asset management, investments and borrowing;
 - j. Bank reconciliation;
 - k. Other areas identified from time to time in risk assessments.
- 16.3 **All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.**

16.4 The RFO shall supply to each Councillor at each scheduled Finance & General Purposes Committee meeting, or on request, a statement to summarise:

- a. the Council's receipts and payments for each quarter;
- b. the Council's aggregate receipts and payments for the year to date;
- c. 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.

16.5 As soon as possible after the financial year end at 31 March, the RFO shall provide:

- a. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
- b. to the Full 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.

16.6 The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May or as soon as possible. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17. EARMARKED RESERVES

17.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount Earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.

17.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:

- (i) events which have allowed monies to be set aside,
- (ii) surpluses,
- (iii) decisions causing anticipated expenditure to have been postponed or cancelled,
- (iv) monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.

17.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.

17.4 For each reserve established the following will be clearly documented:

- a. The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
- b. The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
- c. Any circumstances for which the reserves cannot be used.

17.5 Reserves will be managed, controlled and reviewed by the RFO;

- a. On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.
- b. Twice per year, once during the budget review procedure and once at the year end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.

18. RISK MANAGEMENT

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

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

19.1. It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

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

* * *



Seaford Town Council

Report 20/19

Agenda Item No: 11c
Committee: Council
Date: 20th June 2019
Title: General & Financial Risk Assessment
By: Colin Andrews, Deputy Town Clerk and RFO
Purpose of Report: To present the review of the Council's General & Financial Risk Assessment.

Recommendations

You are recommended:

1. To adopt the revised General & Financial Risk Assessment as presented in report 20/19.
-

1. Information

- 1.1 The Council originally adopted its General & Financial Risk Assessment in March 2017, as a document that should be reviewed annually.
- 1.2 Officers have reviewed the Assessment and made the recommended changes/updates as included at Appendix A.
- 1.3 Officers did not identify any new risks that needed adding to the risk assessment at this moment in time.

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Colin Andrews, Deputy Town Clerk & RFO.

Deputy Town Clerk
and RFO

Town Clerk



Seaford Town Council

General and Financial Risk Assessment

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Protection of physical assets detailed in the Councils Asset Register.	H M	<p>All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy.</p> <p>All leases and land registration details that are in the Council possession are with The Town Clerk, some original documentation is held by the Councils Solicitors. There are however a number of historical issues outstanding with regards to land ownership.</p> <ol style="list-style-type: none"> 1 Some documentation is missing. 2 Some parcels of land in the Councils ownership have not been registered with Land Registry 3 There is an issue of some parcels of land having access points added to them creating potential prescribed rights of access. 4 Secure details of all land documents held by Solicitors 5 Target to resolve all outstanding land issues by December 2019. 	12 12
Assets	Security of buildings, equipment etc.	M	<p>Where possible buildings have alarm systems and CCTV installed. All offices routinely locked overnight. All assets at the View and Seaford Head Golf Course are securely stored. Planned programme of testing all electrical and safety equipment in place.</p>	Daily

Area	Risk	Level	Controls (bold indicates where works needed)	Frequency months
Assets	Maintenance of buildings etc.	M M	Planned maintenance schedule is worked to, with a view to developing a five-year maintenance plan in due course. Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, pool of suitable contractors to carry out works in place.	12 1
Finance	Banking.	M	Bank accounts are in place with the Cooperative Bank and CCLA. These are reconciled every month in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L M M M M L M L L	Insurance cover in place for insurable risks Bank account reserves to be increased to 25% of the precept. Financial review of all potential non-insured risks to be undertaken by December 2018 Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed Financial and performance targets for The View and Golf are included within the Strategic Plan. All electronic records backed-up every night. Committees consider in detail draft budgets. Councillor Working Party reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined. Precept paid 6 monthly. Finance Manager checks bank statements to ensure all payments are received.	12 12 12 1 1 12 6 1 6 1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Loss of cash through theft or dishonesty.	M H M	<p>Petty cash at Council Offices and The View is managed in accordance with adopted procedures which requires receipts for all purchases. Reconciled every month.</p> <p>All cash from tills at The View is reconciled with till reading every evening and banked promptly following all internal control procedures.</p> <p>CCTV covers till areas, upgrades planned for 2018/19.</p>	1 Daily 12
Finance	Financial controls and records.	L L L L L L M	<p>Strict internal controls in place to separate functions relating to all form of transactions including electronic, debit cards and cheques. Two Councillors required to sign as well as at least two separate officers.</p> <p>Internal Audit 2-3 times per annum, External Audit 12 mthly.</p> <p>Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee also.</p> <p>All electronic financial records are backed up off site every evening.</p> <p>Tenders secured for contracts when required in accordance with Financial regulations.</p> <p>All financial records stored and save in accordance with Councils document retention policy.</p>	Daily 4/6 4 Daily As req'd 12
Finance	Comply with HMRC VAT Regulations.	M M L L	<p>VAT payments and reclaims to be calculated by the Finance Manager.</p> <p>Advice notes from HMRC followed at all times, use external advice where necessary.</p> <p>Internal auditor reviews VAT on a regular basis.</p> <p>VAT reconciled monthly and claimed quarterly.</p>	As req'd 12 12 3

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	Budget Managers develop committee budgets based on previous performance and plans for the future. Presented to the relevant committee for consideration and recommendation to Council. The three committee budgets are then collated by officers. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept. Avoiding any potential last minute proposals that cannot be financially assessed ensuring financial diligence is retained. Expenditure against budget reported to relevant committee every quarter.	12
		L		3
finance	Complying with borrowing restrictions.	L L	All current loans are paid automatically via Direct debit every six months. Any new loans require full Council approval after presenting a full business case.	6 As req'd
Liability	Risk to third party, property or individuals.	M M M	Insurance in place Zurich Municipal. Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections. Risk assessments of all individual events such as Christmas Magic, Armed Forces Day are routinely undertaken by a qualified officer.	12 Weekly As req'd
Liability	Legal liability as consequence of asset ownership.	H M M M	Insurance in place with Zurich Municipal. Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections. Annual checks by ROSPA of all play equipment takes place and report is acted on. Play areas also inspected weekly by Burleys contractors when on site.	12 Weekly 12 Weekly

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Employer Liability	Comply with Employment Law.	H M L M M L	<p>Membership of various national and regional bodies including NALC, SALC, IMgt, ILEX, BIGGA, CIPD to ensure Managers are kept up to date with all relevant employment requirements and legislation as well as best practice.</p> <p>Ensure employees terms & conditions comply with employment law.</p> <p>Annual Appraisals take place with all employees.</p> <p>Central records retained of all employee sickness absence and holidays.</p> <p>A new HR system is in place to consolidate all records.</p> <p>Hard copies of all employee's records are stored in a locked filing cabinet all digital records can only be accessed by managers to ensure compliance with the Data Protection legislation.</p> <p>Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action.</p>	As req'd 12 As req'd 12 As req'd 12
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by Managers. Internal auditor undertakes regular review.	As req'd 12
Employer Liability	Safety of staff and visitors.	M M	<p>Risk assessments carried out for all premises and activities undertaken by employees.</p> <p>Internal training undertaken on the job and on a regular basis formally when need arises.</p>	As req'd As req'd
Legal Liability	Ensuring activities are within legal powers.	M M	Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	As req'd As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Legal Liability	Proper and timely reporting via the minutes.	L L L	All agendas are issued and displayed in accordance with the Local Government Act 1972. Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes. Minutes made available to press and public via Town council website, social media, notice boards, and in the Tourist information Office.	As req'd 2 As req'd
Legal Liability	Proper document control.	M M	Original Deeds and leases stored with Barwells Solicitors. Copies Retained within the Council Offices. Document Retention policy adopted in 2017.	As req'd 12
Councillors	Registers of Interests and gifts and hospitality in place.	H M M M H	Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk. Declaration of interest is on the agenda at every meeting. Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date. Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by Councillors and Council employees. Published annually on website. Gifts & Hospitality Policy adopted by Council in 2018.	12 1 1 12 12

Adopted: June 2018/2019

Review: June 2019/2020



Seaford Town Council

Report 25/19

Agenda Item No:	12
Committee:	Council
Date:	20th June 2019
Title:	The General Power of Competence
By:	Isabelle Mouland, Executive Support Officer
Purpose of Report:	For the Council to resolve that it meets the eligibility criteria to use the General Power of Competence.

Recommendations

You are recommended:

- 1. To resolve that the Council meets the eligibility criteria as set out below from the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:**
 - (a) The number of Seaford Town Councillors elected at the last ordinary election exceeds two thirds of its total number of seats.**
 - (b) The Town Clerk has the nationally recognised, sector-specific, Certificate in Local Council Administration.**
-

1. Information

- 1.1** Local Councils (Parish and Town Councils) in England were given the General Power of Competence (GPC) in the Localism Act 2011.
- 1.2** This is a power of 'first resort' and gives eligible councils "*the power to do anything that individuals generally may do*" (Localism Act 2011 s1(1)) as long as they do not break other laws.
- 1.3** For a forward-thinking and continuously evolving local council like Seaford Town Council, this power will be invaluable in supporting the Council in meeting its strategic objectives.
- 1.4** There are two eligibility criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:
 - 1) At the time of resolution*, that the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of seats.
 - 2) The Clerk must hold at least one of the sector-specific qualifications below:*
 - The Certificate in Local Council Administration (CiLCA)
 - The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
 - The Certificate of Higher Education in Local Council Administration

- The Certificate of Higher Education in Local Policy
- The first level of the Foundation Degree in Community
- Engagement and Governance (the Level Four course)
- Any equivalent successor qualification

1.5 At the time of writing this report, 20 Councillors out of the 20 seats on Seaford Town Council were elected on 2nd May 2019.

1.6 The Town Clerk passed the Certificate in Local Council Administration on 20th March 2019.

1.7 The Council is therefore able to formally resolve that it is eligible to use the General Power of Competence.

1.8 Once resolved, the Council is then required to revisit the resolution and reconfirm eligibility at the next 'relevant' Annual Meeting of the Council. 'Relevant' Annual Meeting of the Council is described as the annual meeting that takes place after the next ordinary elections which take place every four years.

2. Financial Appraisal

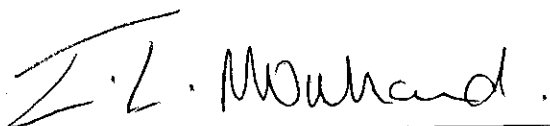
There are no financial considerations as a result of this report.

3. Contact Officer


4. The Contact Officer for this report is Isabelle Mouland, Executive Support Officer (Maternity Cover).

5.

Executive Support Officer



Town Clerk





Seaford Town Council

Report 27/19

Agenda Item No: 13
 Committee: Council
 Date: 20th June 2019
 Title: Councillor Attendance at Training Record 2019/20
 By: James Corrigan, Town Clerk
 Purpose of Report: To present the training attendance record for the 2019/20 Municipal Year.

Recommendations

You are recommended:

1. To note the contents of the report.

1. Information

1.1 This is the first time that the Council is being presented with the most up to date record of councillor attendance at training.

1.2 The councillor attendance on training to date is as below –

Member	Date	Date	Date
	Induction one 7th May 2019	Planning 23rd May 2019	Induction two 4th June 2019
Councillor Nazish Adil	✓	✓	---
Councillor Liz Boorman	✓	---	✓
Councillor Phil Boorman	✓	---	---
Councillor Mark Brown	✓	✓	✓
Councillor Jean Cash	✓	✓	✓
Councillor Sylvia Dunn	✓	---	---
Councillor John Edson	✓	✓	✓
Councillor Morag Everden	✓	✓	✓
Councillor Mohamed Ali Hayder	✓	✓	✓
Councillor Rahnuma Hayder	✓	---	✓
Councillor Richard Honeyman	✓	✓	✓
Councillor Olivia Honeyman	✓	✓	✓
Councillor Alan Latham	✓	✓	---
Councillor Jim Lord	✓	✓	---

Councillor James Meek	✓	---	---
Councillor Richard Morland	✓	---	✓
Councillor Rodney Reed	✓	✓	✓
Councillor Geoff Rutland	✓	✓	✓
Councillor Linda Wallraven	✓	✓	✓
Councillor Bill Webb	---	---	---

1.3 For any Councillors that missed the second Councillor Induction on 4th June, there is an opportunity for you to attend an SSALC course which has similar content. Details have been circulated to you for sessions running in June and early July.

1.4 Keeping updated on the Council's functions by attending training is one of many responsibilities of being a Town Councillor, which is a completely voluntary position. The attendance above should not be used alone to reflect a councillor's level of activity or involvement with the Council and the town.

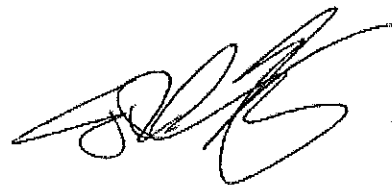
1.5 This training record will be updated and presented quarterly as requested by Council in the last term, similar to how the training record for Officers is presented to the Personnel Committee.

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.



Town Clerk



Seaford Town Council

Report 28/19

Agenda Item No: 14
Committee: Council
Date: 20th June 2019
Title: South Downs National Park Board Elections
By: James Corrigan, Town Clerk
Purpose of Report: To present South Downs National Park Board elections information and for the Council to complete its ballot paper.

Recommendations

You are recommended:

1. To note the contents of the report.
 2. To agree which candidate(s) to vote for.
 3. To delegate to the Town Clerk completion the Council's ballot paper and return to SSALC.
-

1. Information

- 1.1 All parish and town councils wholly or partially in the South Downs National Park (SDNP) are entitled to vote on the election of nominated parish/town council candidates to the SDNP Board.
- 1.2 The Board comprises 27 members, one from each of the County, District and Borough Councils within the Park boundary, two parish representatives from each of Hampshire, East Sussex & West Sussex with the remaining members appointed directly by the Secretary of State.
- 1.3 At the time of writing this report, the candidate information and ballot papers for the election of parish/town council representatives to the SDNP Board have not yet been received and will be circulated as soon as received prior to the Council meeting.
- 1.4 For information, the SDNP election timetable is as follows:

Friday 7 th June	Ballot papers to parishes
Friday 21 st June	Return of ballot papers to SSALC
Week of 24 th	June count on date tba
2 nd July	SDNP AGM to include new members

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk