



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Mrs Parveen Comparat

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 12th May 2026 at St Helen's House, Cliffe, ME3 7QP**

F&GP AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
A councillor declaring a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.
3. **Public Representation:** Members of the public can put questions and raise issues to the Committee in relation to business on the agenda. Maximum 10 minutes per person, total maximum adjournment of 30 minutes.
4. **Approval of Minutes of Meeting held on 14th April 2026**
5. **Finance and General Purposes**
 - a. **Month End Reports**
March 2026 Bank Reconciliations
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Receipts and Payments April 2026
 - ii) 2025/26 Financial Statement
 - iii) Recommendation to transfer £38,000 to CCLA account following receipt of the precept
 - iv) Internal Auditor report
 - e. **Advisory Matters for Council decisions**
 - i) Renewal of litter picking and groundworks contract
 - ii) Revision to Standing Orders, Financial Regulations and Financial Regulations TOR
 - iii) Proposal for full Council summer break in August
 - iv) Proposal to buy a Field Maple Hedge for the Memorial Hall Grounds

In view of the confidential nature of Personnel Matters, any attending members of the public and press may be excluded from the meeting for the duration, or part thereof, of the following item.
6. **Personnel Matters**
 - i) Staff appraisals

All Councillors and public are welcome to attend, however only committee members may vote.



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and Assistant Clerk Mrs Parveen Comparat

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 14th April 2026**,
7.30pm at St Helen's House, Cliffe, ME3 7QP

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Joan Darwell, Barry Dibble, Ray Letheren, Jim Wenban.

Council Staff Present: Alex Jack, Clerk/PO

1. **Apologies for Absence**
Cllrs. Ken Kentell and Harry Johnson sent apologies which were **noted**.
2. **Declarations of Interest**
Cllr J Darwell – Cliffe Memorial Hall
3. **Public Representation**
None
4. **Approval of Minutes of Meeting held on 10th March 2026**
Proposed by Cllr B Dibble, seconded by Cllr J Darwell, **all agreed**. Minutes were signed by the Chair.
5. **Finance and General Purposes**
 - a. **Month End Reports**
February 2026 Bank Reconciliations were reviewed. Proposed by Cllr J Wenban, seconded by Cllr B Dibble, **all agreed**.
 - b. **Payments for Approval**
Annual subscription to KALC including NALC of £1865.96. Proposed by Cllr R Wyatt, seconded by Cllr R Letheren, 4 in favour, 1 abstention, **carried**.
 - c. **PAYE Payments for Authorisation**
March payroll payments were proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed**.
 - d. **Other Financial Matters**
The following were agreed under F&GP Committee Terms of Reference where no full Council meeting is scheduled, the F&GP Committee have delegated power to approve urgent payments within approved budgets.
 - i) Receipts and Payments March 2026
Proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed**.
 - ii) Signage quotes for Cliffe Rec from Ray Dor Signs £368+VAT (main sign) and £112+VAT (small dog sign) plus £12.50 delivery were proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **all agreed**. Installation to be arranged.
 - iii) Signage quote for The Buttway from The Sign Studio Ltd £70 (2 signs, fitted). Cllr J Darwell proposed not to erect, no seconder, proposal failed. Proposed to erect by Cllr B Dibble, seconded by Cllr J Wenban, 4 in favour, 1 against, **carried**.

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 55081592	31/03/2026		300.00
Reserve Account 56850409	31/03/2026		17,986.56
			<u>18,286.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,286.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,286.56
		Balance per Cash Book is :-	18,286.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current/Reserve Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/03/2026	Plot rent		62.00	62.00		R <input type="checkbox"/>	Receipt(s) Banked
09/03/2026	Plot rent		47.00	47.00		R <input type="checkbox"/>	Receipt(s) Banked
12/03/2026	BACS	10.00		10.00		R <input type="checkbox"/>	Allotment Tenant
12/03/2026	Plot rent		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
13/03/2026	BACS	21.93		21.93		R <input type="checkbox"/>	AMAZON
13/03/2026	BACS	1,759.08		1,759.08		R <input type="checkbox"/>	Staff Payment
13/03/2026	DDR	120.28		120.28		R <input type="checkbox"/>	Nest Pensions
13/03/2026	DC	65.22		65.22		R <input type="checkbox"/>	Viking Office UK Ltd
17/03/2026	DDR	58.80		58.80		R <input type="checkbox"/>	EDF Energy
17/03/2026	DC	204.00		204.00		R <input type="checkbox"/>	Turtle Engineering Ltd
20/03/2026	Plot rents		221.00	221.00		R <input type="checkbox"/>	Receipt(s) Banked
21/03/2026	Plot rent		157.00	157.00		R <input type="checkbox"/>	Receipt(s) Banked
24/03/2026	Plot paymt		47.00	47.00		R <input type="checkbox"/>	Receipt(s) Banked
25/03/2026	Plot paymt		139.08	139.08		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2026	BACS	300.00		300.00		R <input type="checkbox"/>	Cliffe Bowls Club
26/03/2026	BACS	8.00		8.00		R <input type="checkbox"/>	Allotment Tenant
27/03/2026	Plot paymt		296.00	296.00		R <input type="checkbox"/>	Receipt(s) Banked
30/03/2026	Plot paymt		181.00	181.00		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2026	BACS	1,815.00		1,815.00		R <input type="checkbox"/>	Medway Norse Ltd
31/03/2026	BACS	471.36		471.36		R <input type="checkbox"/>	Structural Steel Cons
31/03/2026	DDR	1,080.00		1,080.00		R <input type="checkbox"/>	Northstar IT
31/03/2026	DC	84.22		84.22		R <input type="checkbox"/>	Blakes Sec Systems
31/03/2026	Plot paymt		376.00	376.00		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2026	Interest		16.59	16.59		R <input type="checkbox"/>	Receipt(s) Banked
		<u>5,997.89</u>	<u>1,596.67</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 5 - CCLA PSDF**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA PSDF	31/03/2026		76,584.30
			<u>76,584.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,584.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,584.30
		Balance per Cash Book is :-	76,584.30
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/03/2026 for Cashbook No 5 - CCLA PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2026	Reinvestmt		220.43	220.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>220.43</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Unity Trust Instant/fixed term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2026		87,018.79
			<u>87,018.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,018.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,018.79
		Balance per Cash Book is :-	87,018.79
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/03/2026 for Cashbook No 4 - Unity Trust Instant/fixed term

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2026	Interest		196.35	196.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>196.35</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Approval

Meeting Date: 12th May 2026

Meeting Type: F&GP

Recommendation Approve

Payment To	Payment Detail	Cost ex VAT	Budget	Power
1 Lionel Robbins	Annual Audit fee	£210.00	<i>Audit Fees (4021)</i>	Accounts & Audit Regulations 2015
2 Structural Steel	Urgent Repair of Rec gate	£502.92	<i>Repairs (4050 111)</i>	Public Health Act 1875 s. 164
Total		£712.92		

Agenda item 5c

SALARIES RE MARCH HOURS 2026		Gross	£ 2,036.22
Clerk/PO - hours	64.75	BH 6.4hrs	
Assistant Clerk - hours	18	BH 2.88hrs	
RFO - hours	23.25		
TOTAL MILEAGE	4010		£95.40
TOTAL HOME ALLOWANCES	4003		£112.00
SALARIES To pay April 2026	4000	NET	£1,802.31
HMRC Payment	Employer/ Employee DD	£504.35	
Nest Pensions	Employer/ Employee DD	£111.32	
MONTHLY COST TO COUNCIL		TOTAL	£2,417.98

Current/Reserve Account

Cash Received between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/04/2026	HMRC Vat	VAT refund	VAT Jan-March 26	2,325.52
17/04/2026	Medway Council	Precept	2026-27 Precept	97,290.00
30/04/2026	NatWest	Interest	Bank interest	41.83
01/04/2026	Plot payment	Allotments	Plots 21a,b 31b, 31c, 32b	254.00
02/04/2026	Plot payment	Allotment	Plot 2a	47.00
09/04/2026	Plot payment	Allotments	Plot 23 b	57.00
10/04/2026	Plot payment	Allotments	Plots 7a, 22b	124.00
13/04/2026	Plot payment	Allotments	Plots 22a, 16a,b	181.00
Total Receipts				<u>100,320.35</u>

CCLA PSDF

Cash Received between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/04/2026	CCLA PSDF	Reinvestmt	Reinvestment income	243.47
Total Receipts				243.47

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/04/2026	Vonage	DDR	16.77	Contractual	March bill
02/04/2026	Iris Software Ltd	DDR	13.20	Contractual	Feb pay admin
07/04/2026	AMAZON	DC	8.99	Delegated - clerk	Cups for APM
07/04/2026	AMAZON	DC	23.99	Delegated - Clerk	laser pointer
07/04/2026	KALC	DC	48.00	Delegated - clerk	Cllr Bishop AI training
07/04/2026	KALC	DC	48.00	Delegated - clerk	Cllr Bishop AI training 2
08/04/2026	Northstar IT	DDR	122.14	Contractual	Monthly IT
09/04/2026	Morrisons	DC	10.39	Delegated - clerk	APM refreshments
15/04/2026	Staff Payment	BACS	1,736.61	F&GP April 26	April Salaries (March hrs)
15/04/2026	Rialtas Business Solutions Ltd	BACS	1,696.80	F&GP April 26	Annual subscription/support
16/04/2026	Nest Pensions	DDR	122.04	Contractual	April (March hrs)
16/04/2026	EDF Engergy	DDR	58.66	Contractual	March electricity
23/04/2026	HMRC PAYE	DDR	1,360.14	Legal	Feb-Apr
Total Payments			<u>5,265.73</u>		

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Administration</u>							
Precept	91,202	91,202	0			100.0%	
Bank Interest	4,803	1,000	(3,803)			480.3%	
Salaries & Wages	(17,289)	(21,750)	4,461		4,461	79.5%	
PAYE & NI - HMRC	(4,018)	0	(4,018)		(4,018)	0.0%	
Emp'ler 3% Emp'lee 5% Pension	(1,153)	(600)	(553)		(553)	192.2%	
Home Allowance	(1,108)	(1,440)	333		333	76.9%	
Staff Costs - other	(1,229)	(450)	(779)		(779)	273.1%	
Mileage Claims	(354)	(1,134)	780		780	31.2%	
Travelling Expenses	(49)	(100)	51		51	49.0%	
Telephone Expenses	(106)	(500)	394		394	21.3%	
Training Expenses	(680)	(1,000)	320		320	68.0%	
Staff Professional Body Fees	(308)	(500)	192		192	61.6%	
Chairman's Allowance	(12)	(200)	188		188	5.9%	
Employer NI	(1,125)	(1,450)	325		325	77.6%	
Insurance	(1,641)	(1,500)	(141)		(141)	109.4%	
Audit Fees	(595)	(800)	205		205	74.4%	
Professional Fees	(500)	0	(500)		(500)	0.0%	
Stationery/Printing	(597)	(700)	103		103	85.3%	
Computer/IT Expenses	(4,381)	(3,500)	(881)		(881)	125.2%	
Postages	0	(150)	150		150	0.0%	
Subscriptions	(1,733)	(1,650)	(83)		(83)	105.0%	
Storage	(611)	(700)	89		89	87.3%	
Repairs & Maintenance	0	(500)	500		500	0.0%	
Noticeboards	(12)	(500)	488		488	2.3%	
Other Expenses	13	(500)	513		513	(2.6%)	
<u>Donations</u>							
Other Income	500	0	(500)			0.0%	
Village Event donations	(3,000)	(3,000)	0		0	100.0%	
Grants S137	(1,095)	(2,500)	1,405		1,405	43.8%	
Donations	0	(1,500)	1,500		1,500	0.0%	
Cliffe Woods Comm Centre Grant	(5,000)	(5,000)	0		0	100.0%	
Cliffe Memorial Hall Grant	(5,000)	(5,000)	0		0	100.0%	
St Helen's Churchyd Maint Gran	(1,500)	(1,500)	0		0	100.0%	
Emmanuel Centre Grant	(1,500)	0	(1,500)		(1,500)	0.0%	
<u>Allotments</u>							
Income Allotment Rents	4,538	4,000	(538)			113.4%	
Income Allotment Key Deposits	40	0	(40)			0.0%	20
Repairs & Maintenance	(195)	(750)	555		555	26.0%	
Allotments Expenditure	(2,858)	(750)	(2,108)		(2,108)	381.0%	10

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Play Areas/Recreation</u>							
Income Football Pitch Rents	1,663	1,500	(163)			110.9%	
Repairs & Maintenance	(1,798)	(5,000)	3,203		3,203	36.0%	
Play Park & Rec Grounds	(6,162)	(4,250)	(1,912)		(1,912)	145.0%	
Buttway	(575)	(1,000)	425		425	57.5%	
<u>Youth Projects</u>							
Skate park Maintenance	0	(1,000)	1,000		1,000	0.0%	
<u>Car parks</u>							
Salt bins & Salt	0	(100)	100		100	0.0%	
Repairs & Maintenance	(393)	(2,500)	2,107		2,107	15.7%	
<u>Changing Rooms</u>							
Utilities	(2,290)	(5,000)	2,710		2,710	45.8%	
Repairs & Maintenance	0	(500)	500		500	0.0%	
Changing Rooms expenditure	(2,014)	(1,250)	(764)		(764)	161.1%	
<u>CCTV</u>							
CCTV	(128)	(500)	372		372	25.6%	
<u>Community De-fibs</u>							
De-fibs	(403)	(500)	97		97	80.6%	
<u>Capital Projects</u>							
Village Improvements	(4,670)	(8,895)	4,225		4,225	52.5%	3,478
<u>Spend From Earmarked Reserves</u>							
Car Park Refurbishment	0	(7,500)	7,500		7,500	0.0%	
<u>VAT Data</u>							
VAT on Receipts	359	0	(359)			0.0%	
VAT Refunds	3,376	0	(3,376)			0.0%	
VAT on Payments	(5,191)	0	(5,191)		(5,191)	0.0%	
<hr/>							
Grand Totals:- Receipts	106,481	97,702	(8,779)			109.0%	
Payments	81,259	97,619	16,360	0	16,360	83.2%	
Net Receipts over Payments	25,222	83	(25,139)				
plus Transfer from EMR	3,498	0	(3,498)				
less Transfer to EMR	20	0	(20)				
Movement to/(from) Gen Reserve	28,700	83	(28,617)				

Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025		Current Year Ended 31st March 2026
	Receipts	
87,513.00	Precept	91,202.00
2,246.09	Bank Interest	4,803.18
89,759.09	Sub Total	96,005.18
	Operating Income	
0.00	Donations	500.00
4,153.08	Allotments	4,577.58
1,584.00	Play Areas/Recreation	1,663.20
5,451.44	VAT Data	3,735.12
100,947.61	Total Receipts	106,481.08
	Payments	
2,000.00	Village Event donations	3,000.00
343.75	Grants S137	1,094.58
5,000.00	Cliffe Woods Comm Centre Grant	5,000.00
5,000.00	Cliffe Memorial Hall Grant	5,000.00
1,500.00	St Helen's Churchyd Maint Gran	1,500.00
0.00	Emmanuel Centre Grant	1,500.00
1,684.00	Village Improvements	4,669.76
15,527.75	Sub Total	21,764.34
	Running Costs	
37,428.49	Administration	37,489.08
988.06	Allotments	3,052.60
7,149.10	Play Areas/Recreation	8,534.82
-150.00	Car parks	392.80
2,400.02	Changing Rooms	4,303.60
114.00	CCTV	128.00
422.90	Community De-fibs	403.04
4,179.57	Spend From Earmarked Reserves	0.00
5,791.60	VAT Data	5,190.62
73,851.49	Total Payments	81,258.90

Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025	Current Year Ended 31st March 2026
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Receipts and Payments Summary

129,571.35	Opening Balance	156,667.47
100,947.61	Add Total Receipts(As Above)	106,481.08
230,518.96		263,148.55
73,851.49	Less Total Payments(As Above)	81,258.90
156,667.47	Closing Balance	181,889.65

These cumulative funds are represented by:

74,182.07	Current/Reserve Account	18,286.56
82,485.40	National Savings Account	0.00
0.00	Youth Club Cash book CLOSED	0.00
0.00	Unity Trust Instant/Fixed term	87,018.79
0.00	CCLA PSDF	76,584.30
156,667.47		181,889.65

Reserve Balances are represented by:

27,096.12	Current Year Fund	25,222.18
13,752.87	General Reserves	36,923.97
5,299.99	EMR Election Expenses	5,299.99
11,497.92	EMR Rural Liaison Grant	11,497.92
1,500.00	EMR Noticeboards	1,500.00
4,162.00	EMR Youth Projects	4,162.00
5,893.82	EMR Village Improvements	2,415.59
1,000.00	EMR Buttway	1,000.00
1,116.75	EMR PLat Jubilee	0.00
76,878.00	EMR Cliffe Woods Car Park	84,378.00
1,200.00	EMR Skatepark	2,200.00
2,000.00	EMR Parish Events	2,000.00
270.00	EMR Allotment Key Deposits	290.00
5,000.00	EMR Repairs & Maintenance	5,000.00
156,667.47		181,889.65

Signed : _____ (Chairman) _____ (RFO)

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2025-26 and have been able to complete the Annual Internal Audit Report (AIAR) for the 2025-26 Annual Governance & Accountability Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

As a result of my audit and my discussion with the Clerk and RFO I was able to answer 'YES' to the relevant questions contained in the AIAR for 2025-26.

I would like to take this opportunity to thank your Clerk and RFO for the assistance given to me in the conduct of the audit that took place on 9 April 2026.

PREVIOUS AUDITS:

External Audit 2024-25:

Mazars' issued their certificate for 2024-25 on 23 September 2025 without qualification or comment. Their covering letter dated 24 September 2025 had a "minor scope for improvement" item that Mazars ask for a full explanation of movement in assets for Box 9 on the Accounting Statement.

Completion of the audit was reported to the Council meeting of 7 October 2025 as indicated below
208 Report: Finance & General Purposes (Cllr R Wyatt)

The F&GP committee met on 09/09/2025 at St Helen's House, Cliffe and Cllr R Wyatt gave a verbal overview of the following -

a) ...

b) Other items of note (no decisions required):

*i) AGAR 2024/25 was signed off by the external auditor with no matters raised and the Completion Notice published – **noted**.*

It is unclear from the above whether the Finance Committee considered the audit report which was then noted by Council or that the Council noted the report having taken account of the Finance Committee briefing.

Per Accounts & Audit Regulations 2015 Reg 20(1) Where, following completion of an audit, a relevant authority receives any audit letter from the local auditor, the members of the relevant authority, or, in the case of a Category 1 authority, a committee of that authority, must meet to consider that letter as soon as reasonably practicable.

This puts consideration of the Auditor's report as a Council responsibility. Further since Mazars covering letter raised an issue the Council must address that issue. "Noted" is not enough.

The Council should be aware that Assertion 7 in the Governance Statement refers to action taken in respect of audit reports, with a yes answer meaning the Council has responded to matters brought to its attention by internal and external audit.

Internal Audit 2024-25:

Nothing to follow up.

The budget and precept for 2025-26 are compliant with the requirements of the Local Government Finance Act 1992.

FINDINGS THIS VISIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. As agreed with the Clerk and RFO I have carried out reviews and tests relevant to each of the questions on the AIAR and referring to guidance in the 2025 Practitioner’s Guide.

For the accounts I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council’s minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations (except as noted above), the council’s actions or its general functioning.

I have nothing further to report.

**Lionel Robbins
Independent Internal Auditor
2 May 2026**

Note from RFO:

The letter from Mazars included a Minor Scope for Improvement in 2025/26 as follows:

The variance analysis provided by the Council did not cover the Box 9 fixed assets variance, where we require a full explanation of the variance between years. We understand this may be due to a lack of clarity within our template which we will look to correct for next year. We request the Council provides full explanations for all fixed assets variances in 2025/26 to support the AGAR submission.

The October Agenda made reference as follows:

d. e. Other Financial Matters iii) AGAR 2024-25 – The limited assurance review is now complete. The external auditor signed off with no matters raised and the Completion Notice has been published. Informally they raised a minor scope for improvement with regard to fixed asset value changes but recognised that this was due to a lack of clarity within their own template which they will look to correct in 2025-26.

From the 2025/26 variance report that was presented to the Internal Auditor at the time of the audit he would have seen the following despite Mazars still not having clarity within their template:

Box 9: Fixed assets plus long-term investments	463,577.00	467,324.00	3,747.00	0.8%	
Acquisitions (street furniture, fixtures & fittings, lap top)		4,747.00	4,747.00		
Disposals (broken lap tops)		-1,000.00	-1,000.00		
			0.00		
			0.00		
			0.00		
Box 9: Fixed assets plus long-term investments (explained)			0.00	0.0%	No further explanation needed

The Certified EA Report indeed had no matters arising and the minor scope for improvement for the future was advised to Council and was noted and is now actioned.

Helen Symmons



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These Standing Orders were updated, reviewed and adopted by the council at its meeting held on [21/05/2026](#)



CLIFFE AND CLIFFE WOODS PARISH COUNCIL
STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS

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



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- o the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- p 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/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- r A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- s When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the



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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/their right of reply.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the**



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- business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.
 - g Subject to standing order 3(f), a member of the public shall not speak for more than 10 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i The chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything**



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authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session;



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- vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the**
● **Council's code of conduct in a matter being considered at a meeting is**
subject to statutory limitations or restrictions under the code on
his/her/their right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of**
the whole number of members of the Council are present and in no case
shall the quorum of a meeting be less than three.

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a**
sub-committee whose terms of reference and members shall be
determined by the committee.
- b **The members of a committee may include non-councillors unless it is a**
committee which regulates and controls the finances of the Council.
- c **Unless the Council determines otherwise, all the members of an advisory**
committee and a sub-committee of the advisory committee may be non-
councillors.
- d The Council may appoint standing committees or other committees as may be
necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a
standing committee up until the date of the next annual meeting of the
Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings



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- of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**



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- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they 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/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a committee;



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- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committee, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 20 and 21*);
- xviii. Review of the Council's social media policy;
- xix. Review of the Council's employment policies and procedure;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.



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

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

7. 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 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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



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STANDING ORDERS

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 1 clear day before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 8(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 8(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 1 clear day before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;



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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting**



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shall not disclose or otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the 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/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 11(e) and standing order 19(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



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13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of
- b conduct adopted by the Council.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- e **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 12(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 12(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**



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- 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 Principal Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 13(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 13(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against 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 councillor has consented to service by email), and**



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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 day before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 22);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;



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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with



proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:



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

19. HANDLING STAFF MATTERS

- a Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- b In accordance with standing order 10(a), persons with line management responsibilities shall have access to staff records referred to in standing order 18(a).



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20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 20.

- 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 10.

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

22. RELATIONS WITH THE PRESS/MEDIA

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



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23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing order 14(b)(xii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.



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- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders are based on Model Standing Orders 2025 Update (England). Produced by the National Association of Local Councils (NALC).



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FINANCIAL REGULATIONS

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These Financial Regulations were updated, reviewed and adopted by the council at its meeting held on [21/05/26](#)

1. General

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

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

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

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory, shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any

exceptions, shall be reported to and noted by the council Finance & General Purpose Committee.

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

3. Accounts and audit

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

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

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

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

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

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

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

4. Budget and precept

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

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

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

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be

carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance & general purposes committee not later than the end of November each year.
 - 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
 - 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
 - 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
 - 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk, or RFO, shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £750 and £3,000 excluding VAT, the Clerk or RFO, shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or finance & general purposes committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £750 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2000 (to match figure in 6.9 ii) excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank operationally with Nat West bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated finance & general purposes committee unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated finance and general purposes committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance & General Purposes Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £750 excluding VAT, within an agreed budget}.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the council or finance & general purposes committee. The council or Finance & General Purposes Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. -A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any ~~online~~ approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. The Clerk, RFO and one other Councillor as authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or Clerk shall set up all items due for payment online. A list of payments for approval, with details of the relevant invoices, shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator or Clerk an authorised signatory shall set up any payments due before the return of the Service Administrator or Clerk.
- 7.6. Two councillors who are authorised signatories shall check the payment details before approving each payment to the RFO (or Clerk in the absence of the RFO).
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
 - 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
 - 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
 - 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £750 unless authorised by council or Finance & General Purposes Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

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

11. Payment of salaries and allowances

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

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations,

proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO. Sums in relation to council run allotments shall be administered by the Clerk.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

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

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

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

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

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations from time to time and following any change of Clerk or RFO. The Clerk or RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17d sub sections i) to vi) inclusive and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Cliffe & Cliffe Woods Parish Council
Terms of Reference
Finance & General Purposes Committee

REVIEWED MARCH 2025
TO REVIEW MAY 2026 AT APM

1.Membership

Chairman and Vice Chairman are full members of the committee. Up to eight councillors are appointed by the parish council (with voting rights) on an annual basis, all other councillors are invited and may attend.

2.Meetings

Meetings will held on the ~~second~~ Tuesday of **the week prior to the full Council meeting** each month, **except in months where there is no full Council meeting. Where there is no full Council meeting in a month, an F&GP Committee meeting will be held on the second Tuesday of the month** in order to discuss finance and general issues (**see calendar dates of the meetings**).

Meetings will be open to the public, and decisions are limited to recommendations to the parish council and those relating to delegated powers granted by the parish council. They can be held anywhere and at any time. A quorum of three councillors is required at all meetings. A Chair will be elected by the attendees (the Chair will have a casting vote if necessary).

3.Delegated powers

Delegated powers are limited to the approval of payments and receipts in a month where no parish council meeting is scheduled. When the parish council meeting is delayed until after the third Thursday of the month, delegated power is granted to approve any urgent payments (reason to be recorded).

Salary payments and associated oncosts are contractual, budgeted annually (approved by Council) and therefore delegated to the Committee for monthly salary payment approval by 15th of each month.

4.Remit

The committee will investigate finance and general issues, especially the budget, precept, general financial matters, assets and ad-hoc issues and advise the Clerk on reports and recommendations to be submitted to the Council. It has limited decision making powers. The committee is, primarily, advisory – except where power is delegated, and decisions cannot be taken. Any pre-determination must be avoided so as not give rise to concerns that the decision has been taken already when reported to the council:

The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that “a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision maker had previously done anything that directly or indirectly indicated what view the decision-maker took or ... might take in relation to that matter ...”.

5.Declaration of Interests

The Cliffe and Cliffe Woods Parish Council Code of Conduct applies to this meeting (e.g. declaration of interests).

6.Financial Reports

The Clerk will provide information regarding the parish finances (budget monitoring, payments and receipts, cashbook, other financial records and budget preparation reports) as appropriate. They may also receive internal and external audit reports and reports from the quarterly review by a councillor (not a cheque signatory) as identified in the Financial Regulations.

7.Contracts, Tenders and Confidential Information

The committee may see confidential information as part of their remit. All members must preserve confidentiality of discussions held at meetings under any confidential section.

8.Records

All meetings will be attended by a Clerk (RFO and/either PO) and proper minutes taken and other records kept.