

# STANDING ORDERS

TYPE IN BOLD REPRESENTS STATURORY REQUIREMENTS.

## 1. MEETINGS

- 1.1 Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- 1.2 Smoking is not permitted at any meeting of the Council

## 2. THE STATURORY ANNUAL MEETING

- 2.1 **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the elected Councillors take office.**
- 2.2 **In a year which is not an election year the Annual Parish Council meeting shall be held on such day in May as the Council may direct.**
- 2.3 **In addition to the statutory Annual Parish Council meeting at least three other statutory meetings shall be held in each year on such dates and time and at such place as the Council may direct.**

## 3 CHAIRMAN OF THE MEETING

- 3.1 **The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

## 4. PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper office of the Council in the following cases, she/he be the clerk:

- 4.1 To receive declarations of acceptance of office
- 4.2 To receive and record notices disclosing interests at meetings
- 4.3 To receive and retain plans and documents
- 4.4 To sign notices or other documents on behalf of the Council
- 4.5 To receive copies of bylaws made by another local Council
- 4.6 To certify copies of bylaws made by the Council
- 4.7 To sign and issue the summons to attend meetings of the Council
- 4.8 To keep proper records of all Council Meetings

## 5. QUORUM

- 5.1 **Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
- 5.2 If a quorum is not present when the Council meets or if during a meeting the number of the Councillors present falls below the quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
- 5.3 For the quorum relating to a committee or sub-committee see Standing Order No 19.

## 6. VOTING

- 6.1 Members shall vote by a show of hands, or, if at least two members so request, by signed ballot.
- 6.2 **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving onto the next business.**
- 6.3 **Subject to (1) and (2) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave no original vote.**

- (1) **If the person presiding at the annual meeting would have ceased to be a member of the Council but the statutory provisions which preserve the membership of the original cote in an election for the Chairman**
- (2) **The person presiding must give a casting vote whenever there is an n equality of votes in an election for Chairman.**

## **7. ORDER OF BUSINESS**

### **7.1 At each Annual Meeting the first business shall be**

- i) **To elect a Chairman of the Parish Council – the Chairman if he has been in the Chair or a period of two years, may not stand for re-election until a further year has passed.**
- ii) **To receive the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.**
- iii) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- iv) **To decided when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- v) To elect a Vice-chairman of the Council
- vi) To appoint representatives to outside bodies.
- vii) To appoint committees and sub-Committees
- viii) To consider the payment of any subscriptions falling to be annually.
- ix) To inspect any deeds and trust instruments in the custody of the Council
- x) And shall thereafter follow the order set out in Standing Order No 15.

### **7.2 At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to received such declarations of acceptance of office (if any) as are required by the law to be made, or if not then received to decide when they shall be received.**

### **7.3 After the first business has be competed, the order of business, unless the Council decides otherwise on the grounds of urgency, shall as follows:**

- i) **To ready and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.**
- ii) **After consideration to approve the signature of the Minutes by the presiding Chairman as correct record.**
- iii) **To deal with business expressly required by statue to be done.**
- iv) To dispose of business, if any, remaining from the last meeting.
- v) To receive such communications as the presiding Chairman may wish to lay before Council.
- vi) To answer any questions from Councillors
- vii) To receive and consider reports and minutes of committees
- viii) To receive and consider reports from Officers of the Council
- ix) To consider resolutions or recommendations in the order in which they have been notified.
- xi) To authorise the signing of orders for payments.

## **8. URGENT BUSINESS**

### **A resolution to vary the order of business on the grounds of urgency**

- 8.1 May be proposed by the Chairman or any member, and, if proposed by the Chairman, may be put to the vote without being seconded.
- 8.2 Shall be put to the vote without discussion.

## **9. RESOLUTIONS MOVED ON NOTICE.**

- 9.1 Except as provide by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 5 clear days before the next meeting of the Council.

- 9.2 The Clerk shall date every notice of resolution or recommendation when received by her/him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 9.3 The Clerk shall insert in the summons for every meeting all notices of resolution or recommendations properly given in the order in which they have been received unless the member giving a notice of resolution has stated in writing that he intends to move at some later meeting or he withdraws it.
- 9.4 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by the any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 9.5 If the subject matter of the resolution comes within the province of the committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 9.6 Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

## **10. RESOLUTIONS MOVED WITHOUT NOTICE**

**Resolutions dealing with the following matters may be moved without notice:**

- 10.1 To appoint a Chairman of the meeting.
- 10.2 To correct the minutes
- 10.3 To approve the Minutes
- 10.4 To alter the order of business
- 10.5 To proceed to the next business
- 10.6 To close or adjourn the debate
- 10.7 To refer a matter to a committee
- 10.8 To appoint a committee or any members thereof
- 10.9 To adopt a report
- 10.10 To amend a resolution
- 10.11 To give leave to withdraw a resolution or an amendment
- 10.12 To extend the time limit for speeches
- 10.13 To exclude the public (see Standing Order No 29)
- 10.14 To silence or eject from the meeting a member named for misconduct (See Standing Order No 14)
- 10.15 To give the consent of the Council where such consent is required by these Standing Orders
- 10.16 To suspend Standing Orders (See Standing Order No 36)
- 10.17 To adjourn the Meeting.

## **11. QUESTIONS**

- 11.1 A member may ask the Chairman any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 11.2 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 11.3 Every question shall be put and answered without discussion.
- 11.4 A persona to whom a questions has been put may decline to answer.

## **12. RULES OF DEBATE**

- 12.1 No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and initialled by the Chairman.
- i) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

- ii) A member when seconding a resolution or amendment may, if he then declares his intention to do so reserve his speech until a later period of the debate.
  - iii) A member shall direct his speech to the question under discussion or to the personal explanation or to a question of order.
  - iv) No speech by a mover of the resolution shall exceed 3 minutes, except by consent of the Council
  - v) An amendment shall be either
    - To leave out words
    - To leave out words and insert or add others
    - To insert or add words
  - vi) An amendment shall not have the effect of negating the resolution before the Council
  - vii) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
  - viii) The mover of a resolution or of an amendment shall have right of reply, not exceeding 3 minutes.
  - ix) A member, other than the mover of a resolution, shall not, without the leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
  - x) A member may speak to make a point of order or a personal explanation. A member wishing to speak for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of the former speech by him which may have been misunderstood.
  - xi) A resolution or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  - xii) When a resolution is under debate no other resolutions shall be moved except the following
    - To amend the resolution
    - To proceed to the next business
    - To adjourn the debate
    - That the question now be put
    - That the member named be not further heard
    - That a member named do leave the meeting
    - That the resolution be referred to a committee
    - To exclude the public or press or both.
    - To adjourn the meeting.
- 12.2 A member shall remain seated when speaking unless requested to stand by the Chairman.
- 12.3 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- 12.4 Members shall address the Chairman
- 12.5 If two or more members wish to speak the Chairman shall call upon one of them to speak.
- 12.6 Whenever the Chairman speaks during a debate, all other members should be seated and silent.
- 12.7 **Closure.** At the end of any speech a member may, without comment, move, "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such resolution is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the resolution. If the resolution "that the question be now put" is carried, he shall call upon the mover to exercise or waive. The adjournment of debate of the Council shall not prejudice the mover's right of reply at the resumption.
- 12.8 **Right to reply.** The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising the right of reply shall not introduce new matter. After the right of reply has been exercised or waived. A vote shall be taken without further discussion.
- 12.9 **Alteration of Declaration.** A member may, with the consent of his seconder, move amendments to his own resolution.
- 12.10 **Rescission of Previous Resolution.**

- i) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the name of at least 8 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- ii) When a special resolution or any other resolution moved under the provisions of the paragraph i) of this order has been disposed of, no similar resolutions may be moved within a further six months.

### **13. DISORDERLY CONDUCT**

#### **13.1 All members must observe the Code of Conduct which was adopted by the Council on ..... a copy of which is annexed to these Orders.**

- 13.2 No Member shall at a meeting by persistently disregard the ruling of the Chairman, wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- 13.3 If, in the opinion of the chairman, a member has acted in a manner contrary to that required, the Chairman shall express the opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named to leave the meeting, and the resolution, if seconded, shall be put forth with and without discussion. **If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Standards Board.**
- 13.4 If either of the resolutions mentioned in in paragraph 13.3 is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

### **14. SPECIAL MEETING**

- 14.1 The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted.

### **15. VOTING ON APPOINTMENTS**

- 15.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

### **16. RESOLUTIONS ON EXPENDITURE**

- 16.1 Any resolution which is moved otherwise in pursuance of a recommendation of the Finance Committee and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

### **17. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

- 17.1 If at a meeting there arises any question relating to the appointment, conduct, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the Case may be) had decided whether or not the public shall be excluded. (see Standing Order No 29)

### **18. COMMITTEES AND SUB-COMMITTEES**

- 18.1 The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
  - i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
  - ii) May appoint persons other than members of the Council to any Committee: and
  - iii) May subject to the provisions of i) above at any time dissolve or alter the membership of a committee.

- 18.2 The Chairman and Vice-Chairman ex-officio shall be members of every committee.
- 18.3 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the office until the next Annual meeting of the Council, and shall settle its programme of meetings for the year.

#### **19. SUB-COMMITTEES**

- 19.1 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 19.2 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 19.3 Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members.
- 19.4 The Standing Order on rules of debate (except those parts relating to Standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

#### **20. ADVISORY COMMITTEES**

- 20.1 Advisory Committees may be elected as and when needed, by decision of the full Council. The name, number of members and bodies to be invited to nominate members to be decided at the time. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

#### **21. VOTING IN COMMITTEES**

- 21.1 Members of committees and sub-committees shall vote by show of hands, or, it at least two members so request, by signed ballot.
- 21.2 **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

#### **22. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

- 22.1 A member who has proposed a resolution which has been referred to any committee, of which he is not a member, may explain his resolution to the committee but shall not vote.

#### **23. FINANCIAL MATTERS**

- 23.1 The Council shall consider and approve the Financial Regulations drawn up by the Responsible Financial Officer and attached to these Orders as an Annex.

#### **24. INTERESTS**

- 24.1 **If a member has a personal interest, as defined by the Code of Conduct adopted by the Council on May 2018, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of the interest as required.**
- 24.2 **If a member who has declared a personal interest than considers the interest to be prejudicial, he must withdraw from the room/chamber during consideration of the item to which the interest relates.**
- 24.3 **The Clerk may be required to compile and hold a Register of Members' Interest or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to his knowledge related to any member or holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such an appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee and such disclosure. Where relationship to member we disclosed Standing Order 57 shall apply.
- 24.5 The Clerk shall make known the purport of this Standing Order to every candidate.

## **25. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

- 25.1 Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- 25.2 A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment for promotion; but, nevertheless, a submission to the Council with an application for appointment.
- 25.3 Standing Orders No25 shall apply to tenders.

## **26. INSPECTION OF DOCUMENTS**

- 26.1 A member may for the purpose of his duty as such (but not otherwise), inspect any documents in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 26.2 **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**
- 26.3 Members of the Public may have access to the Parish Council records in accordance with the Freedom Of Information Act 2000 (Standard Scheme for Parish & Town Councils). The Parish Council is registered under the Data Protection Act 1998, Registration No PZ7823769.

## **27. UNAUTHORISED ACTIVITES**

- 27.1 No member of the Council or any committee or sub-committee shall in the name of or on behalf of the Council
- i) Inspect any lands or premises which the council has the right or duty to inspect; or
  - ii) Issue orders; unless authorised to do so by the Council or the relevant committee or sub-committee.

## **28. ADMISSION OF THE PUBILC AND PRESS TO MEETINGS**

- 28.1 **The public and the press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution: "That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"**  
**The Council, committee or sub-committee shall state the special reason for exclusion.**
- 28.2 At all meetings of the Council, the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- 28.3 If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber.

## **29. CONFIDENTIAL BUSINESS**

- 29.1 No member of the Council or any committee or sub-committee shall disclose to any person not a member of the council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 29.2 Any member in breach of the provisions of paragraph 1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

## **30. LIAISON WITH COUNTY AND DISTRICT COUCNILLORS**

- 30.1 A notice of meeting and agenda shall be sent to the County Councillor for the division and to the District Councillor or Councillors for the ward.  
If the Council orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

**31. PLANNING APPLICATIONS**

- 31.1 The Clerk shall, as soon as it is received, enter in a book (or computer file) kept for the purpose the following particulars of every planning application notified to the council:
- i) The date on which it was received.
  - ii) The Name of the applicant
  - iii) The place to which it relates.
  - iv) A summary of the nature of the application.

**32. CODE OF CONDUCT ON COMPLAINTS**

- 32.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board.

**33. RACE RELATIONS**

- 33.1 In the exercise of all its functions the Parish Council acknowledges its continuing duty under the Race Relations (Amendment) Act 2000 and resolves that in the provision of its services, due regard will be given to:
- i) The elimination of unlawful discrimination.
  - ii) The promotion of opportunity
  - iii) The promotion of good race relations between people of different racial groups.

**34. CRIME AND DISORDER**

- 34.1 In the exercise of all its functions the Parish Council acknowledges its continuing duty under the Crime and Disorder Act 1988, section 17 to consider the prevention of crime in relation to all of its activities.

**35. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- 35.1 Any or every part of the Standing Order except those printed in **BOLD TYPE** may be suspended by resolution in relation to any specific item of business. A resolution permanently to add, vary, or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

**36. STANDING ORDERS TO BE GIVEN TO MEMBERS**

- 36.1 A printed copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.



## **ANNEX TO STANDING ORDERS**

### **FINANCIAL REGULATIONS**

#### **1. GENERAL**

- 1.1 These financial regulations shall govern the conduct of the financial transitions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer shall be responsible for the proper administration of the financial affairs of the Council.
- 1.3 The RFO shall be responsible for the production of financial management information.

#### **2. ANNUAL ESTIMATES**

- 2.1 The RFO will provide detailed information on receipts and payments to the present date, estimated to the end of the year and estimate for the forthcoming year when requested.
- 2.2 The Parish Council will decide the precept to be requested using the above information at the appropriate meeting in order to comply with the requirements of the District Council.

#### **3 BUDGETARY CONTROL**

- 3.1 Budgetary control will be exercised by the Council. The Council will receive on a monthly cash flow of all Parish Council Accounts..

#### **4. INTERNAL CONTROLS.**

- 4.1 An internal check will be performed on a monthly basis by the Chairman or whoever is presiding. The RFO will provide the cash flow of accounts and the bank statements. The cash flow will be signed as correlating with the statements shown. All Councillors will check the accuracy of the figures and that payments relate to the minutes.
- 4.2 An internal check of all accounts, invoices, bank records, etc. can be performed at any time by any Councillor following resolution of the Council.
- 4.3 Any Member of the Council, shall, if the RFO requires, make available such documents of the Council which relate to their accounting and other records appear to the RFP to be necessary for the purpose of the audit and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose.
- 4.4 In compliance with the Audit and Account Regulations the Council will appoint on an annual basis a suitably qualified persons who will perform an independent check of the account in accordance with Audit requirements.

#### **5. ACCOUNTING AND AUDITING**

- 5.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 and Amendments 2002.
- 5.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial years and shall submit them to the Council and the District Audit and make the appropriate announcements and advertisements.

#### **6. BANKING ARRANGEMENTS**

- 6.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 6.2 The RFO shall have authority to move money between accounts in order to maximise the Councils assets and avoid unnecessary bank charges.

**7. PAYMENTS OF ACCOUNTS**

- 7.1 All Parish Council payments shall be affected by cheque or by standing order and shall be approved in Council. Cheques shall be signed by a minimum of two members.
- 7.2 Before submitting and invoice to the Council for payment, the RFO should satisfy him/herself that the works, goods or service to which the invoice relates have been received, carried out, examined and approved.

**8. INCOME**

- 8.1 The collection of all sums due to the Council shall be the responsibility of the RFO.
- 8.2 The Council will review all fees and charges annually, following the report form the Clerk.
- 8.3 All sums received on behalf of the Council shall wither be paid to the RFO for banking or be bankers with such frequency as the RFO considers necessary.
- 8.4 Personal cheques shall not be cashed out of money held on behalf of the Council.

**9 CONTRACTS**

- 9.1 **The clerk (in consultation with Chairman, Vice-Chairman or the in the absence if either, another Councillor) has delegated powers to approved remedial safety work up to the value of £250 without recourse to the Council.**
- 9.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £1000 shall be procured on the basis of formal tender as summarised below:
  - i) A public notice of intention to place a contract to be placed in a local newspaper
  - ii) A specification of the goods, materials, services, and execution of works shall be drawn up.
  - iv) Tenders shall be sent to the Clerk by the specified date, and he/she alone will open the tenders not earlier than one day after the closing date for such tenders.
  - v) Neither the Council nor any committee, is bound to accept the lowest tender estimate or quote.

**10 RISK MANAGEMENT AND INSURANCE**

- 10.1 The Parish Clerk shall effect all insurance and negotiate all claims on the council’s insurers in consultation with the chair/Vice-Chair.
- 10.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 10.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim.
- 10.4 All employees of the Council should be included in suitable fidelity guarantee insurance.
- 10.5 The Parish Clerk shall be responsible for the assessment of risk to any persons using Parish Council facilities and should bring these to the attention of the Council.
- 10.6 The Parish Clerk shall be responsible for the maintenance of records of inspection of play equipment as part of the Councils management of risk in those areas.

**11 REVIEW OF FINANCIAL REGULATIONS.**

- 11.1 It shall be the duty of the RFO to review the financial regulations of the Council from time to time and to make such recommendations to the committee considers are necessary.

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

VICE CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

PARISH CLERK \_\_\_\_\_ DATE \_\_\_\_\_

COUNCILLOR \_\_\_\_\_ DATE \_\_\_\_\_