



Paper submitted by the Clerk to the Council at the Parish Council meeting on 07 May 2025

**Parish Clerk's Report – May 2025**

**a) To review actions from the previous meeting**

MINUTE NO.	ACTION	WHO
PC 04.25.07 (d) Item 1	Send back to the Police as this is more a Police matter. <i>Completed</i>	Dismissed
PC 04.25.07 (d) Item 2	Establish the outcome of the request to Babergh and then review at this time. <i>Response sent to Brantham Garage Sale team. No further request received at this time</i>	Dismissed
PC 04.25.07 (d) Item 3	To liaise with Babergh Fly Tipping Team about the possibility of Trail Cameras. <i>Response received from Babergh District Council via Cllr McCraw (detailed below)</i>	Dismissed

**From:** Alastair McCraw (Cllr) <Alastair.Mccraw@babergh.gov.uk>  
**Sent:** 25 April 2025 13:17  
**To:** Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>  
**Cc:** assistantclerk@branthamparishcouncil.gov.uk  
**Subject:** FW: Fly Tipping Sites.

Dear Sarah,

This response from Tracy Howard, Head of Public Protection is to answer the queries raised in last months correspondence over Fly-Tipping.

I'd particularly emphasise how much easier it is to report fly tipping these days and the speed of response. You may notice some recent improvements made to some of our laybys with the installation of new bins. This also means that these sites are visited more often and may be less attractive to fly tipper because of that. I'll stay in touch with Tracy regarding the points mentioned.

Best wishes,  
Alastair McCraw

**From:** Tracy Howard <[Tracy.Howard@baberghmidsuffolk.gov.uk](mailto:Tracy.Howard@baberghmidsuffolk.gov.uk)>  
**Sent:** 24 April 2025 13:24  
**To:** Alastair McCraw (Cllr) <[Alastair.Mccraw@babergh.gov.uk](mailto:Alastair.Mccraw@babergh.gov.uk)>

Hi Alistair

I hope you are well.

We are looking at a wider campaign for fly-tipping and we are working with Public Realm and Comms on this.

Having consulted the Teams and our database, I can see that we attended several reports of fly-tipping in the village in early March, which include those outlined in the message below. Our crews search any dumped waste for evidence and any that is found is passed to the environmental protection team to investigate further. It does not appear that evidence was found in any of these tips.

As you may be aware, we redesigned our 'report it' form for fly-tipping recently so that residents can now upload any pictures they have taken, as well as generating a 'what3words' tag to help our operatives find it, and

prompts residents to report any evidence they have found or seen. This is in line with approaches taken at other councils - [Councils thank residents for helping to crack down on fly-tipping | Broadland and South Norfolk](#)

We work with the other Councils in Suffolk as part of the 'Suffolk Fly Tipping Action Group' (STAG) to lead campaigns tackling fly-tipping. The groups webpage gives advice about preventing, reporting and dealing with fly-tipping, as well as highlighting the importance of the duty on householders to ensure they aren't using rogue traders to take waste away - [Fly-tipping - Suffolk Recycling](#). Our #SCRAPflytippign campaign is used by many other councils nationally. Campaigns are promoted through the council's social media channels and, in the past, parish councils have been informed of this and encouraged to re-post/retweet messaging on their own channels. The Parish Council are welcome to get in touch with my colleague Joanna Hart – [Joanna.hart@babberghmidsuffolk.gov.uk](mailto:Joanna.hart@babberghmidsuffolk.gov.uk) who would be happy to provide them with some material for communications.

The installation of fixed CCTV cameras has been a matter of discussion between our Teams recently and would require significant investment, and the monitoring of such images solely for littering may be prohibitively resource intensive. The Council has used movable ('wildlife' style) CCTV cameras and in the past used at known 'hotspots' for fly-tipping/littering – usually in defined areas such as lay-bys where vehicles pull in to dump waste. This is something that we can look at in the areas you mention. Again, all images captured must be manually screened to ascertain whether an offence has taken place, when and by whom. It can also be difficult practically to set up CCTV cameras in such a way that it is likely to capture the offence and the number plate of the vehicle. We do receive reports from members of the public who have witnessed incidents, sometimes with their own dashcam footage, and we would always take enforcement action where the evidence permits us to. The STAG group have just placed an order for some further signage to be used at hotspots and I will ask that Brantham be considered for some of these when they are available.

Kind regards

Tracy

**Tracy Howard**  
**Head of Public Protection**

#### **b) To receive the reports of items actioned under delegated powers**

- Audit preparation and work with Internal Auditor
- Advertising of village events including VE Day, VH Quiz night, summer Fete
- Liaison with litter pickers when necessary re: vandalism, graffiti and dangerous litter

#### **c) To receive items of correspondence for noting only**

#### **ITEM ONE**

**From:**

**Sent:** 02 April 2025 20:21

**To:** [clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk)

**Subject:** Skatepark

Dear Sir/Madam

Re: Skatepark in Brantham

We have seen some negative comments on Facebook regarding the proposed Skatepark in Brantham and strongly felt that we had to email you to make you aware of the many benefits that having a Skatepark in the local community can offer and which greatly outweigh any of the negative reasons that have been voiced.

Skateparks foster a sense of community by providing a space where people of all ages and backgrounds can gather, socialise and connect over a shared interest/sport.

Skateparks offer a positive way for children and young adults to stay active and to develop problem-solving abilities which in turn promotes healthy behaviours.

Skateparks can be a positive space for youth engagement, providing them with a constructive outlet for their energy and creativity, and fostering a sense of accomplishment and confidence.

Skateboarding is the 6<sup>th</sup> most popular sport globally!

The pandemic underlined the need for more outdoor pick-up sports for people of all ages.

Given the lack of facilities for children and young people in Brantham and the recent increase of the population it would be a huge shame if the skatepark wasn't allowed to go ahead. It may mean there could be more antisocial behaviour within the local community. Physical activity that the skatepark would offer, will help and support positive mental health, which in turn can have better outcomes for the local schools as well for the local community overall.

Kind regards,

## ITEM TWO

**From:**

**Sent:** 04 April 2025 08:14

**To:** Sarah Keys <clerk@branthamparishcouncil.gov.uk>; assistantclerk@branthamparishcouncil.gov.uk

**Subject:** Gate from School lane into Pattels Fen

Hi,

Can you report to the Woodlands Trust that the gatepost holding the 5 barred gate into Pattels Fen from School Lane has failed.

With the number of bike tracks in the Fen I suspect it was result of kids opening the gate for access.

I did try taking a photo but when I got home the photo had failed.

Regards

**CLERKS UPDATE – Completed**

## ITEM THREE

**From:**

**Sent:** 08 April 2025 16:08

**To:** clerk@branthamparishcouncil.gov.uk

**Cc:** sheilaskeet <sheilaskeet@talktalk.net>

**Subject:** Brantham Place revised land ownership

Dear Sarah.

I live at Cedar Close and I have found that the land immediately behind and above my property is accessible from the Church Path through a gate above \_\_\_\_\_'s property.

Please can you tell me who owns this land and who is responsible for its maintenance?

I also note that there are three benches on this land, close to the Brantham Court development. However, there are notices posted preventing access to Brantham Court both at Church Lane and at the pedestrian access point to the land in question. These notices say that access is 'private - residents only'.

Please can you tell me on what legal basis this access is restricted?

May I also add that it is unfortunate that the access from the Church Path is along a rough track which means only the more able members of the public will be able to enjoy the situation of the benches, if indeed this is the intention. Perhaps the Parish Council might request better access from the person's / body who are responsible for the land maintenance. This, of course, assumes that access to the land for the public is an intended outcome. I look forward to hearing the Council response to my query in due course.

Kind regards,

**CLERKS UPDATE – Response sent**

#### ITEM FOUR

**From:**

**Sent:** 14 April 2025 14:59

**To:** clerk@branthamparishcouncil.gov.uk

**Subject:** Skatepark Brantham

Dear Parish Clerk

I'm writing to express my support for the proposal to build a skatepark in Brantham.

A well-designed skatepark would provide a safe, healthy, and inclusive space for young people to be active, social, and creative.

Brantham lacks a dedicated space for young people and a skatepark would help meet that need. It promotes physical fitness and a sense of community and belonging. With the right support, this could become a hub for positive activity, local events, and youth engagement.

I feel that the positives greatly outweigh any negatives that some have pointed out, and can only benefit present and future generations.

Yours faithfully

Samantha Watts

Former Brantham resident

#### ITEM FIVE

**From:**

**Sent:** 16 April 2025 19:59

**To:** clerk@branthamparishcouncil.gov.uk

**Subject:** Fallen tree

Good evening,

I am emailing you regarding a large beach tree which has fallen and been caught by the tree next to it in the land next to me at Brooklands Road. The tree is now holding the weight of both trees and if falls we cause serious damage to my property and neighbours gardens. Ever time there is high winds I worry they could come down. The land is a bit of waste land but is not council owned. I have managed to track down the owner by a letter then later email. As they are not local they said they would come down and resolve the issue with the tree and cut it down. I have also noticed that there is bark disease on some of the trees around it on the same patch of land, which could also do with being treated. It has been a year ago since I first contacted them and had a response at first. They said every month or so they would come down to look at it but the last 4 months I have not had a response from my emails regarding when it would be sorted and made safe.

I have emailed the council twice. I understand this is not council property but as the tree is unsafe, I was wondering if the council can get involved or help in some way. As I have reached the point where I don't know who I can ask to solve this issue before the trees do fall and cause some serious damage. I have emailed Alastair McCraw and he has CC you in some of the emails and mentioned maybe you writing to the landowner to ask for their assistance in resolving the issue.

I have attached a picture to show you the sheer size of the tree and how it has fallen.

**CLERKS UPDATE** – I have had further liaison with the resident and also with Linsay at Corbally. Corbally believe it is unlikely that they own the piece of land this tree is on. I have advised the resident that since he has the contact details of the landowner he continues to contact them and takes legal advice if the landowner takes no action.

#### ITEM SIX

From:

Sent: 17 April 2025 21:24

To: clerk@branthamparishcouncil.gov.uk

Subject: Allotments

Hi

Please could you confirm where the local allotments are and how I could go about obtaining a space please?

Thanks

**CLERKS UPDATE** – Response sent

#### ITEM SEVEN

From:

Sent: 27 April 2025 22:14

To: clerk@branthamparishcouncil.gov.uk

Subject: Drone flying over gardens.

Hi Sarah,

My name is \_\_\_\_\_ and myself and my family have recently moved into the lovely new houses on \_\_\_\_\_.

I was wondering if you can give me some guidance on what the use of drone flights over people's gardens are. Some one that lives just up the road from us on \_\_\_\_\_, regularly flying a gray and black drone over the houses and gardens.

On Sunday 27th April we are enjoying a nice quiet sit in the garden while our son played and then suddenly around half 6 this drone flies over and hovers above our garden. This made us all uncomfortable as you don't know what there intentions are or if they are filming and taking pictures of us all in the garden.

This is not the first time and I'm sure it won't be the last. We have seen this flying over so many times and it really makes me feel very uncomfortable in our own back garden.

We store our bikes and our sons go cart and scooter in our garden and this worries me as they could be checking out what is our garden.

Please can I have some guidance if there is anything that can done about the drone that flies around.

Kind Regards

**CLERKS UPDATE** – Response sent by Assistant Clerk

#### ITEM EIGHT

From:

Sent: 29 April 2025 11:23

To: clerk@branthamparishcouncil.gov.uk

Subject: Fw: Play area - Graffiti

Hi,

There's a play area that apparently you own that needs looking at. There is graffiti on it including d!cks and the n word. I reported this on fixmystreet already. Please action ASAP.

See:

<https://www.fixmystreet.com/report/7456181>

Regards,

**CLERKS UPDATE** – Grounds Maintenance contractor asked to remove

#### ITEM NINE



Please ask for:	Jade Yeo
Email to:	Public.realm@baberghmidsuffolk.gov.uk

Date: Friday 28<sup>th</sup> March 2025

Dear Clerk

#### **Annual price change for litter and dog bin emptying services.**

Following cabinets decision around fees and charges relating to dog and litter bins, please be advised that the new rate for emptying a dog or a litter bin from 1<sup>st</sup> April 2025 will be **£83 per bin per annum**. The service is still significantly subsidised by the Council as, if we were to pass on the full costs associated with bin emptying, the charge would be **£175 per bin per annum**.

We would be happy to support you in reviewing bin provision/number of bins you have in your Town or Parish if you feel there may be potential to rationalise the number of bins from which we collect, please don't hesitate to get in contact with us to discuss this further.

An invoice for our bin emptying service for 2025/26 will follow in due course.

Yours Sincerely

Jade Yeo  
Team Leader – Public Realm

#### ITEM TEN

**From:** clerk@manningtreetowncouncil.gov.uk <clerk@manningtreetowncouncil.gov.uk>

**Sent:** 31 March 2025 10:40

**To:** Abi Edevane <abi.edevane@branthamparishcouncil.gov.uk>; Sarah Keys <clerk@branthamparishcouncil.gov.uk>

**Subject:** Re: Brantham skatepark

Good morning, Abi & Sarah,

Thank you for your letter in relation to the Skate Park at Brantham.

This was discussed at our Town Council meeting and the view of all of the Councillors that it was a great idea.

In relation to making a donation you may or may not be aware that we are a very small Council and do not have a huge precept. However, we would like to make a donation to this worthwhile project.

I can not provide you with a figure now but this will be discussed again at our meeting in May and I will update you with the amount.

Manningtree Town Council wish you every success with this project and will be in touch in due course.

Kind regards,  
Fiona Coley  
Clerk to Manningtree Town Council.

#### **d) To receive items of correspondence for consideration of next steps**

##### **ITEM ONE**

**From:** No Reply <NoReply@suffolk.gov.uk>

**Sent:** 04 April 2025 10:21

**To:** Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>

**Subject:** Cattawade Bridge Road, Brantham - 511632

Good morning,

Thank you for contacting us regarding Cattawade Bridge Road, Brantham reported under reference number **511632**. Please quote this reference number in any future correspondence that relates to this issue.

We can now provide you with the following update:

*Thank you for confirming the location of the bollards they are referring to. As previously advised SCC does not have any dedicated funding for this type of improvement, which would have to be funded by the Parish Council. If the Parish Council wishes to fund an additional bollard at this location then Suffolk Highways can provide a cost estimate to undertake these works if requested. Alternatively the Parish Council may wish to contact their local SCC Councillor (Councillor Simon Harley) for support and possible funding from his discretionary SCC budgets, although his Local Highways Budget is fully committed for the current electoral term and details of any additional funding following the cancellation of the 2025 elections for the devolution process although details are yet to be confirmed.*

*Many thanks*

*Justin Lewis*

*Community Liaison Engineer*

##### **ITEM TWO**

**From:**

**Sent:** 15 April 2025 13:11

**To:** Sarah Keys <clerk@branthamparishcouncil.gov.uk>

**Cc:** Ben Heather <Ben.Heather@suffolk.gov.uk>; 'Lesley Cherry' <lesley.cherry@branthamparishcouncil.gov.uk>

**Subject:** Creating public near Bull public house alongside A137 from New Mill Lane(ProW9) to Bridleway down side of railway(ProW11)

Hi,

As you know I have written emails to Brantham Parish Council(BPC) in for the past 4-5 years saying that I have walked this route(see map1 below).

The photos supplied in my previous emails clearly show that the route is well used by many others besides myself.

I should like to see this route adopted as a Public Right of Way because should permission to use it be deigned it would necessitate all users of PRoW11 crossing the A137 at the railway bridge where visibility of traffic is very poor. In fact, people using PRoW11 to get to the Bull etc would need to cross the A137 twice in approximately 180m. As it stands the signage is some way down PRoW11 and is not clearly visible to people on the A137 which I suspect reduces its usage.

I have had meetings, exchanged emails and had phone discussions regarding this route with Suffolk Public Rights of Way officers.

As the emails below state, the least bureaucratic way of getting the route adopted as a PRoW would seem to be by asking BPC to communicate with the landowner and seek his agreement.

**Would BPC be willing to do this?**

Conversations with other walkers/cyclists and residents near the route have convinced me that enough evidence exists to show that this route has been used by myself and many others for 20+ years.

Regard Dennis Hyatt



Map1





**Paper prepared by: Clerk to the Parish Council for noting and approval at Parish Council Meeting of: 07.05.25**

Agenda Item PC 05.25.10

- c) Councillors to consider the Clerk's paper on Committee Structure and consider amendments and/or nominations to the vacant positions on each committee
- d) Councillors to consider the Clerk's paper on Parish Council Representation on outside bodies and to approve amendments and or/nominations
- e) Councillors to consider/approve nominations to the Parish Appointed Positions

**Proposals:**

**PC 05.25.10 (c) Councillors to review positions outlined below and confirm the following:**

- A) Any changes to the Committee, Sub-Committee & Working Group structure
- B) Nominations to come forward for the agreed Committees, Sub-Committees & Working Groups

What	Committee/Sub-Committee/Working Group or Rep	Chair	Current Membership	Meeting schedule
Finance	Committee	Eric Osben	Mal Bridgeman Martin Clark Lesley Cherry RFO/Clerk (non-voting)	Monthly
Legal	Sub-Committee	Mal Bridgeman	Alastair McCraw Cathie Donaldson Eric Osben	Ad hoc
Recreation	Sub-Committee	Jackie Heywood	Lesley Cherry Abi Edevane	Ad hoc
Footpaths & Services	Sub-Committee	Lesley Cherry	Lesley Cherry Cathie Donaldson	Ad hoc
Community Emergency Planning	Representative		Alastair McCraw	Ad hoc
Brantham 2034	Working Group	Clerk	All Councillors	Ad hoc
Planning	Lead Cllr	Mal Bridgeman		Lead at PC mtgs
Brantham Skate Park	Working Group	Abi Edevane		Ad hoc

**PC 05.24.09 (d) Councillors to review Parish Council Representation on outside bodies and confirm the following:**

- A) Any changes to representation on outside bodies
- B) Nominations to come forward for vacant positions

Appointment	Current Nominees	Meeting Schedule
VH Management Committee	Jackie Heywood Lesley Cherry	Monthly
Safer Neighbourhood Team	Any/All Councillors	Bi-monthly
Brantham Leisure Centre	Cathie Donaldson	Monthly
SALC (attends quarterly forums)	Mal Bridgeman	Quarterly forums
Brantham Village Fete	Eric Osben	Ad Hoc

**PC 05.24.09 (e) Councillors to review nominations to Parish Council Positions and confirm the following:**

- A) Any changes to Parish Council Positions**
- B) Nominations to come forward for vacant positions**

<b>Appointment</b>	<b>Current Nominee</b>
Bank Signatories	Alastair McCraw Eric Osben Lesley Cherry
Internal Control Officer (undertakes bank reconciliations with RFO)	Eric Osben



# STANDING ORDERS (2025 Update)

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Brantham Parish Council

**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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## **CONTENTS**

<b>1. RULES OF DEBATE AT MEETINGS.....</b>	<b>4</b>
<b>2. DISORDERLY CONDUCT AT MEETINGS.....</b>	<b>5</b>
<b>3. MEETINGS GENERALLY .....</b>	<b>6</b>
<b>4. COMMITTEES AND SUB-COMMITTEES .....</b>	<b>8</b>
<b>5. ORDINARY COUNCIL MEETINGS .....</b>	<b>9</b>
<b>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....</b>	<b>11</b>
<b>7. PREVIOUS RESOLUTIONS .....</b>	<b>12</b>
<b>8. VOTING ON APPOINTMENTS .....</b>	<b>12</b>
<b>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER .....</b>	<b>12</b>
<b>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....</b>	<b>13</b>
<b>11. MANAGEMENT OF INFORMATION.....</b>	<b>14</b>
<b>12. DRAFT MINUTES .....</b>	<b>14</b>
<b>13. CODE OF CONDUCT AND DISPENSATIONS .....</b>	<b>15</b>
<b>14. CODE OF CONDUCT COMPLAINTS .....</b>	<b>16</b>
<b>15. PROPER OFFICER .....</b>	<b>16</b>
<b>16. RESPONSIBLE FINANCIAL OFFICER .....</b>	<b>18</b>
<b>17. ACCOUNTS AND ACCOUNTING STATEMENTS .....</b>	<b>18</b>
<b>18. FINANCIAL CONTROLS AND PROCUREMENT .....</b>	<b>19</b>
<b>19. HANDLING STAFF MATTERS.....</b>	<b>20</b>
<b>20. RESPONSIBILITIES TO PROVIDE INFORMATION .....</b>	<b>20</b>
<b>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION ....</b>	<b>21</b>
<b>22. RELATIONS WITH THE PRESS/MEDIA .....</b>	<b>21</b>
<b>23. EXECUTION AND SEALING OF LEGAL DEEDS .....</b>	<b>21</b>
<b>24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS .....</b>	<b>22</b>
<b>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES .....</b>	<b>22</b>
<b>26. STANDING ORDERS GENERALLY .....</b>	<b>22</b>

**APPENDIX ONE - Local Government Association Model Councillor Code of  
Conduct 2020**

**1. RULES OF DEBATE AT MEETINGS**

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

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

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

### 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 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 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the



meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct 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 authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (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 their casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the 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 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; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**  
● **disclosable pecuniary interest or another interest as set out in the**  
● **Council's code of conduct in a matter being considered at a meeting is**  
**subject to statutory limitations or restrictions under the code on 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 3 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a**

**committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 0 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he 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 shall preside at the annual meeting until a new Chair of the Council has been elected. He 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 their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff

and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so**

**by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 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 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in

writing, to the Proper Officer at least 5 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or

xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

## 12. **DRAFT MINUTES**

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

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

### 13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required.

**h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

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

**14. CODE OF CONDUCT COMPLAINTS**

**a Upon notification by the 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 them. 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**
  - 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 3 days before the meeting confirming their withdrawal of it;**
- iii. convene a meeting of the Council for the election of a new Chair of the**

Council, occasioned by a casual vacancy in their office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - 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 £60,000 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:
  - 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. 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 legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. **HANDLING STAFF MATTERS**

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

## 20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is higher) does not exceed*

**£25,000 The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

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

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

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

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e A motion of no confidence in the Chairman or Vice Chairman may be proposed by a special motion, the written notice by at least four councillors to be given to the proper officer in accordance with standing order 9. Such motions may be proposed for any meeting of the Council apart from the Annual Meeting.

If the motion is passed, the current Chairman or Vice Chairman (whichever is applicable) is removed from the position and a new Chairman or Vice Chairman will be elected as at the Annual Meeting. Their period of office will continue until the next Annual Meeting of the Council.

- f These Standing Orders could be adapted at any time in light of updated government guidance and regulations.







### **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.



## **10. Gifts and hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [ Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

- a) any unpaid directorships
  - b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
  - c) any body
    - (i) exercising functions of a public nature
    - (ii) directed to charitable purposes or
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to



review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

The integrity of the Council's finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (5.15) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

The authority is to be determined by; \* the council for all items over £5000; \* a duly delegated committee for all items over £1000 \* the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

**Accounts submitted for payment – Current Account *(SUBJECT TO ADDITIONS)***

Payee	Detail	Method	NETT	VAT	TOTAL
Business Services at CAS	Buildings Insurance (Brantham Leisure Centre)	BACS	2513.28		2513.28

**Accounts Paid since 02 April 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	April 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2962.93		2962.93
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges – March 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs - March 2025	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council	Direct Debit	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	Direct Debit	27.00		27.00
NEST	Clerk's Pension	Debit Card	106.73		106.73
Birketts	Legal Advice Invoice no. 1051161	BACS	600.00		600.00
My Special Home Magazine	Village Fete advert	BACS	72.00		72.00
Village Hall Brantham	Hall Hire	BACS	48.00		48.00
IT Services at CAS	Email accounts Invoice no. 0725	BACS	264.00		264.00

**Items paid following authorisation at meeting of 02 April 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting (inv. 9555566)	BACS	1217.54	243.50	1461.04
Pips Trees and Landscaping Ltd	Tree works – Merriam Close	BACS	575.00	115.00	690.00
Community Action Suffolk	Assistant Clerk – Website Training (inv. 5434)	BACS	50.00	10.00	60.00

HMRC	P30 Q4	BACS	2049.08		2049.08
Dave Childs	Grounds Maintenance (inv. 2176)	BACS	195.00		195.00
SALC	6 months payroll (inv. 29603)	BACS	144.00	28.80	172.80
Scribe	Accounts Renewal	BACS	345.60	69.12	414.72
SALC	2025-26 Subscription	BACS	876.76		876.76

**Receipts allocated since 02 April 2025**

<b>Who</b>	<b>Detail</b>	<b>Method</b>	<b>Amount</b>
Lloyds Bank	Bank Interest	BACS	135.26
Birketts	24-25 rent repayment from BMCIC incl. legal costs incurred	BACS	4185.33
HMRC	VAT reclaim	BACS	4549.55
Babergh District Council	Precept 1 of 2	BACS	37,483.00
BMCIC	Part repayment of 2025-26 Buildings Insurance	BACS	1260.00

**Presented by:**..... **Sarah Keys, Responsible Finance Officer**

**Countersigned by:**..... **Chair to the Parish Council**

**All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**

**Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.**

**Brantham Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	146,349.63	
Cash in Hand		
Precept	63,636.00	
Bank Interest	1,950.20	
Braiswick Road Contribution	150.00	
Highcliff Lease	7,340.90	
VAT Reclaimed	1,753.19	
Recycling	147.73	
Scouts Ground Rent	1.00	
Private Road Contribution	40.00	
Wayleaves		
CIL	49,974.64	13,318.00
Clerk/RFO Salary		20,567.93
Litter Picker Salaries		10,408.83
Employers PAYE & NI		7,386.49
Clerk's Pension		1,383.06
Payroll costs		195.00
Audit		815.00
Hall Hire		414.00
Insurance		7,232.14
Office Allowance		358.40
Petrol/Travel		
Postage		95.90
Telephone		81.03
Stationary		101.14
Website/Email		348.00
Training		486.00
GDPR costs		35.00
Miscellaneous		
Staff recruitment		
Election costs		
Councillor expenses		
Office Purchases		811.34
SALC subscription		850.46
SLCC Subscription		240.00
Donations		843.38
BDC Litter bin emptying		2,829.00
Litter purchases		32.45
Playground inspection		159.45
Playground equipment/repairs		2,432.83
BLC Grounds Maintenance		480.00

**Brantham Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
GPL Play area rent	10.00	
Horticulture	155.98	
SCC Street lighting	1,112.24	
Village Hall Maintenance Grant	5,000.04	
SID Maintenance	149.17	
Defibrillator Maintenance	800.95	
Miscellaneous 250.00	417.62	
Village Grounds Maintenance	3,424.00	
BMCIC Rent 2,062.50		
Miscellaneous Income 7.22		
Brantham Open Spaces Group Support	1,491.05	
Parish Plan	2,078.96	
CCTV Maintenance	214.20	
CCTV Sims	54.00	
Microsoft 365	175.20	
BDC CIL		
BDC CIL Grants		
Scribe accounting	345.60	
BMCIC Insurance repayment 974.85		
LPF Hire deposit		
LPF Hire deposit 250.00	250.00	
Assistant Clerk - Salary	2,137.46	
New Village Road Improvements	4,641.50	
Christmas Tree	338.11	
Legal Costs	4,300.00	
VAT	5,548.05	
	<b>128,538.23</b>	<b>104,548.96</b>
<b>Closing Balances:</b>		
Balances in Bank Account		170,338.90
Cash in Hand		
<b>TOTAL</b>	<b>274,887.86</b>	<b>274,887.86</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

# Annual Governance and Accountability Return 2024/25 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# PAPER 8

BRANTHAM PARISH COUNCIL

LIST OF PAYMENTS WHICH ARISE ON A REGULAR BASIS

May-25

In accordance with Brantham Financial Regulation FR 5.6 the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively; Salaries, PAYE and NI) and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

Frequency Expenditure Incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	NETT	VAT recoverable	Category
Monthly	Standing Order	BMCIC	Grounds maintenance payment	40.00	0.00	Services
Monthly	BACS	Dave Childs	Grounds Maintenance	Variable	0.00	Services
Monthly	Direct Debit	O2	Provision of data SIMS for CCTV	TBC	TBC	Services
Monthly	Debit Card	Amazon	Stationary	Variable	Variable	Administration
Monthly	Direct Debit	Microsoft Office 365	Subscription	10.32	1.72	Administration
Monthly	Debit Card	NEST	Clerk/RFO pensions	Variable	0.00	Administration
Monthly	BACS	Salaries	Staff remuneration	Variable	0.00	Administration
Quarterly	BACS	HMRC	PAYE & NI deductions	Variable		Administration
6-monthly	BACS	SALC	Payroll Provision	115.20	19.20	Administration
Annually	Direct Debit	ICO	Data Controller Registration	35.00	0.00	Administration
Annually	BACS	Community Action Suffolk	Website domain hosting	60.00	10.00	Administration
Annually	BACS	Community Action Suffolk	Email account provision	264.00	0.00	Administration
Annually	BACS	Scribe	Accounting system	Variable	Variable	Administration
Annually	BACS	SALC	Internal Audit	Variable	Variable	Administration
Annually	BACS	PKF Littlejohn	External Audit	Variable	Variable	Administration
Annually	BACS	SALC	Annual Membership fees	Variable	Variable	Subscriptions
Annually	BACS	SLCC	Clerk's Membership fees	Variable	Variable	Subscriptions
Annually	BACS	Suffolk County Council	Street Lighting	Variable	Variable	Services
Annually	BACS	Babergh District Council	Bin emptying	Variable	Variable	Services
Annually	BACS	Community Action Suffolk	Insurances	Variable	0.00	Services
Annually	BACS	Zurich	Insurances	Variable	0.00	Services

Annually	BACS	Babergh District Council	Play area inspections	Variable	Variable	Services
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### BRANTHAM PARISH COUNCIL MEETING – Councillor Reports Wednesday 07 May 2025

#### Skate Park Project – Cllr Edevane



Check out my poster! I can't take the credit, my amazingly clever friend Hannah did it for me. The tickets were launched on Tuesday evening, so keep your fingers crossed for good sales! People can add extras like T shirts & sunglasses to boost profits. It wasn't easy doing the tickets page but thankfully I have another amazing friend, Vicki who did it for me. Soon as we start getting sales I'll try to work out what amounts of paint, t shirts etc we'll need.

I've got a fitness instructor to do a warm up with everyone on the day. 😊 I need obstacles! I've got a few ideas but if anyone's got anymore id be super grateful!

Also.. Anyone on the day fancy being a paint blaster?? I need lots of volunteers! 💙 💛 💜 💚 💜 💛

A couple of weeks ago, a lady from Walton called Michelle contacted me. She had tried to get Walton skatepark up & running again but just had so many brick walls she gave up, which is so sad! But she was so pleased to see Branthams project that she has donated 12 skateboards, helmets & pads!! This is just so awesome 🙌 It means going forward, when we do events no child misses out due to no equipment! It also means for parents they won't feel forced into spending money on stuff before they are confident their child wants to do it more long term. I'm so grateful to her. She runs a free holiday club in Walton, she works her butt off for so many kids in her area

<https://www.facebook.com/tendring.children.9>

I'm thinking maybe Brantham council could consider giving her a small donation back so she can get better toys for her holiday club?



#### Village Hall Management Committee – Cllr Cherry

##### Update on progress with the Village Hall Charter.

The Village Hall Management Committee has formally adopted the Terms of Reference, kindly written by Toni. Once the Charter is written this can all be sent to the Charity Commission.

##### BATs

Letters are still going backwards and forwards between myself and the BATs committee. But great progress has already been made. The lights are all down, and the remaining poles will be painted to blend in, and not look like scaffold poles. The BATs team have also cleared all the rooms out the back of the hall of all belongings. The remaining issues concern the stage extension and closing the hall to all other users during show weeks.

BATs would still like to erect the extra staging for 6 weeks prior to show week. This takes up over 10% of the floor space, leading to issues with those classes that are Joga or Pilates based. Some classes have seen participants going up onto the stage extension to exercise due to the space restriction. Once the main curtain comes down, this is a drafty and unpleasant space to be in. Last show we actually lost one group that went to the Leisure Centre.

BATs would also like exclusive use of the hall for the whole of show weeks. They have agreed to let the Post Office continue. They say moving all the chairs each day would be too much work, and the expensive musical instruments.

##### Cleaning

The management committee have received several complaints about the cleanliness of the hall. Some complaints from BATs about the toilets during show week. It became obvious that we needed to address this issue. I arranged to meet another cleaner at the hall, and we have appointed them as from the start of May. This

will be a saving of around £1,200 a year. More importantly, the new cleaner wanted to do a blitz of the hall before starting as she said it was not clean at all. A promising start!

#### Planned improvements

Some work has started on the rooms at the rear of the stage, Adrian decided that even though the office was not below ground a plastic damp barrier would be a good idea. That room has been started, and will include, new lighting, flooring and wall boards. Painting in a neutral colour. A new desk and chair have been purchased. Also, some of the old Kitchen has been cleared.

#### WIFI

This has now been installed and works well in what will be the new committee room out the back, as well as the hall itself.

#### Toilet refurb

We have been informed by Babergh that our application for funding will be heard in June. Much earlier than thought.

#### **Footpaths and Services Report for PC meeting – Cllr Cherry**

Dog bins feature high in any conversation with walkers, but if I explain about the number already existing, and the on-going costs involved. They mostly agree there are plenty within the village.

The new wooden sleepers that have been put in along church path, have suffered from a few of the reflectors coming off. This was reported on Facebook. I think there are still plenty remaining. In the event any more are lost you can get 20 for £7 on amazon.

Otherwise a quiet month for footpaths

#### **Village fete and fun dog show**

Exciting plans are in place for the Village Fete on Saturday 14th June at the Leisure Centre.

There will be a fun dog show from 12 -2pm, The Colour Run from 2.15 - 4pm, Stalls, games, bouncy castles, ice cream, cake, sweets, hopefully the Police and Fire Brigade and even Elvis!

The small committee is working hard to put together, in weeks, an event programme that would normally take months of planning.

Volunteers are required to help with stewarding and running the events. I am prepared to twist arms but would appreciate willing helpers!



## PAPER 10

**From:** Sarah Keys <clerk@branthamparishcouncil.gov.uk>  
**Sent:** 28 April 2025 12:04  
**To:** 'Parish Clerk - East Bergholt Parish Council' <parish.clerk@eastbergholtpc.co.uk>  
**Cc:** Mal Bridgeman (mal.bridgeman@branthamparishcouncil.gov.uk)  
<mal.bridgeman@branthamparishcouncil.gov.uk>; eric.osben@branthamparishcouncil.gov.uk;  
abi.edevane@branthamparishcouncil.gov.uk  
**Subject:** RE: Request for funding for Brantham Skate Park

Thank you for your email.

This is a disappointing response from East Bergholt Parish Council. I would appreciate it if you could feedback the following points to your Parish Councillors:

- Brantham Parish Council is aware of the opportunity to bid for CIL funding to Babergh District Council. We will be submitting a bid which we hope will fund around £100k of the project. With £40k from Brantham Parish Council's CIL funding we have a current shortfall of around £60k for the whole project which is what our request was for.
- We have received positive feedback from other local Parish Councils and expect to receive funding from Manningtree, Lawford and Tattingstone Parish Council's who all recognise that this project will provide infrastructure for the young people in their communities.
- Many of the young people who have expressed an interest in this project and in using what will be the only skate park in the local area will be from outside of Brantham. We are asking for support from other Parish Councils as a way to recognise that this project may help to meet a need in their own communities. I am sure that many young people in East Bergholt will also be disappointed by this decision from their Parish Council.

Finally, I know that Abi (who is putting her time, energy and resources into this project for free), and the rest of the Parish Council are extremely disappointed that East Bergholt Parish Council were unwilling to offer any financial support for this project which will inevitably be used by young people from your village.

Should there be any point in the future when the Council reconsiders this position Brantham Parish Council would be very happy to discuss the ways that East Bergholt can support us.

Kind regards,

**Sarah Keys**  
Brantham Parish Clerk  
01206 645111

My Working hours are: Monday & Tuesday: 8am – 12pm, Wednesday: 8am – 3pm, Thursday: 12-4pm, Friday: 8am – 10am

**From:** Parish Clerk - East Bergholt Parish Council <[parish.clerk@eastbergholtpc.co.uk](mailto:parish.clerk@eastbergholtpc.co.uk)>  
**Sent:** 28 April 2025 11:01  
**To:** [Clerk@branthamparishcouncil.gov.uk](mailto:Clerk@branthamparishcouncil.gov.uk)  
**Subject:** Request for funding for Brantham Skate Park

Dear Sarah

Your letter of 23 January seeking financial support for your Skate Park project was referred to the February meeting of the Council at which it was referred to the Strategy, Policy and Finance Committee which met last Thursday. Abi Edevane attended and spoke on behalf of your Council's request and the project. The Committee was impressed with her enthusiasm and energy and thought the project was one which would benefit the area generally.



Having said that there were two sticking points. Firstly, the Committee was worried about using East Bergholt money for another parish when the project was not a joint venture. If it was a partnership project the Council would feel able to support it financially, but it isn't and consequently the committee did not feel able to contribute as it felt that East Bergholt residents would not react positively to effectively subsidising another parish.

The Committee was also concerned that Abi did not seem to be aware of the Babergh CIL opportunity. The Brantham pot held by Babergh must be in the region of £2.5m plus given the level of development in your village and the fact that without a neighbourhood plan, Babergh will retain 85% of CIL money attributable to Brantham developments. That suggests that an application for the maximum project award of £100,000 should be fairly straightforward to achieve.

Reference was also made to the Babergh Officer, Simon Lanning, who can provide contact details for grant-awarding organisations which might also provide the shortfall of the project costs.

I attach the draft minutes of the meeting which covers this in both the Open Public Session at the beginning and in Minute 8 towards the end.

I am sorry to have to advise you that your application for a CIL award was refused and I hope you can appreciate the reasons why. The Council supports your project in principle and wishes you every success in achieving funding through the other sources available.

Kind regards

Graham

Graham White LL.B. Solicitor  
Parish Clerk  
East Bergholt Parish Council

Cathie Donaldson  
Parish Councillor  
Brantham Parish Council  
cathie.donaldson@branthamparishcouncil.gov.uk

April 2025

Dear Resident,

A warm welcome from Brantham Parish Council. We're delighted to have you join our community.

We understand that moving to a new place can be both exciting and challenging—it takes time to find your rhythm, meet your neighbours, and truly feel at home. Please know that you are a valued part of our community, and we're here to support you as you settle in.

Brantham has always been a village with a strong sense of community, and we're eager for every resident—new and long-standing—to feel included and heard. Whether it's by participating in our local activities, sharing your ideas, or simply connecting with neighbours, your presence enriches our village in countless ways. Our village is known for its strong community spirit, and we believe that every resident plays a vital role in maintaining and enhancing our unique charm. To that end, we would love to invite you to get involved with various community activities and initiatives.

We are in the process of implementing our village's future through our Brantham 2034 plan and would greatly value your input. You can find a copy of the current plan on our website [www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net). Your fresh perspectives and ideas can help us create a plan that reflects the needs and aspirations of all residents. If you have any thoughts, questions or observations, please do feel free to get in touch.

Brantham Parish Council meet on the first Wednesday of every month at 7pm at the Village Hall. This meeting includes a public forum, and those who come along learn more about our community initiatives and have the opportunity to share any thoughts or questions they may have. Please do feel free to attend, the meetings usually last no longer than an hour.

In addition, we currently have one vacancy on the Parish Council and are looking for enthusiastic individuals to join us. Serving on the council is a fantastic way to directly contribute to the betterment of our village and ensure that everyone's voice is heard.

If you have any questions, please feel free to contact me directly at [cathie.donaldson@branthamparishcouncil.gov.uk](mailto:cathie.donaldson@branthamparishcouncil.gov.uk) or contact our parish clerk, Sarah Keys, at [clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk).

We look forward to hearing from you and getting to know you better.

Warm regards,

Cathie Donaldson