



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 4 FEBRUARY 2026**

- Committee:** Nikki Hamilton-Street, John Oldfield, David Marsh and Sylvia Verrinder.
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.
- Present:** Councillors David Marsh, Nikki Hamilton-Street and Sylvia Verrinder
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	GO25/033	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. John Oldfield.	
2	GO25/034	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	GO25/035	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee of Wednesday 5 November 2025 were agreed and were signed by the Chair.	
4	GO25/036	PUBLIC CONSULTATION No members of the public were present.	
5	GO25/037	CLERKS REPORT & ACTION LIST There were no updates.	
6	GO25/038	HEALTH AND SAFETY The Clerk confirmed the boiler had been serviced and the lock up/office inspections were due this month and booked in. It was also noted that there was damage to one of the life rings at Mayflower Park and motorised vehicles being used on the BMX Track. The PCSO has been alerted to this and the grounds team will attend daily to keep an eye on the surface of the track.	

7 **GO25/039 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Both registers were discussed.

General Risk Register

The Clerk talked through the register – and talked through the highlighted areas relating to the ACLT. This will be updated and the register added to the agenda for February 2026 Full Parish Meeting.

Financial Risk Register

The Clerk talked through the register – and councillors noted there were no updates. The register will be added to the agenda for February 2026 Full Parish Meeting.

Action: Take to Full Council on 9 February 2026

KH

8 **GO25/040 MONTHLY DUTIES**

The last 3 months duties and the next 3 months duties were all talked through by the Clerk.

9 **GO25/041 INVESTMENT UPDATE AND MATURING ACCOUNTS**

The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided.

Various options were discussed regarding where to put the money from the maturing account, acknowledging the recent changes to the cover level FSCS provides – this has risen from £85,000 to £120,000 per bank account.

There is one account maturing in March 2026.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** £93,282.40 (plus any interest) be moved into the highest interest 12-month account (a different bank to all other savings) within the Flagstone platform. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

A discussion was then had on our current investment accounts and decisions will be made on these when they mature. Bring information to next Governance meeting regarding suitable accounts which would cover the maturing investments.

10 **GO/042 MEMBERS BASIC ALLOWANCE – 2025 PAY AWARD**

The correspondence was talked through and the pay award for Arun District Councillors was noted. As a Parish Councillor the standard allowance is 10% of this figure. It was noted that in 2024 this annual raise was not taken and the annual allowance remained at £638 and not increased to £688 for APC Councillors.

The 2025 award would raise the allowance to £710. This was discussed at length with Cllr. Hamilton-Street putting her thoughts across for why it should remain at £638. Other councillors also stated their thoughts regarding the increased amount.

Information was confirmed as to how many councillors currently claim the allowances (5) and that only elected councillors were entitled to claim.

RESOLUTION: Cllr. Verrinder **PROPOSED** to raise the councillor allowance to £710. **SECONDED** by Cllr. Marsh, 1 against 2 agreed.

KH

11 GO/043 INFORMATION SECURITY INCIDENT POLICY 2026

The policy was talked through by the Clerk. One request was received to write ICO in full. This will be amended.

Action: This policy will be updated and brought to Full Council for re-adoption in February 2026.

KH

12 GO/044 MEMBERS ALLOWANCE POLICY 2026

This policy was discussed and a format issue was raised, which will be corrected.

Action: This policy will be updated and brought to Full Council for re-adoption in February 2026.

KH

13 GO/045 USE OF ARTIFICIAL INTELIGENCE (AI) POLICY

All councillors took part in a short discussion about this new policy and agreed there were a few minor changes needed. All agreed it was a worth while policy.

Action: This policy will be updated and brought to Full Council for adoption in February 2026.

KH

14 GO/046 TRAINING DEVELOPMENT POLICY 2026

All councillors took part in a discussion about this addition to the current policy and agreed it would be beneficial both now and in the long run for it to be included in the Training Development Policy.

Action: This policy will be updated and brought to Full Council for adoption in February 2026.

KH

15 GO/047 FUNDING OF DRIVER TRAINING

Information was given to the councillors by way of a report stating the requirement for training for a staff member. This was discussed at length and all present agreed it would be a of a great benefit to the council and in turn the wider community if this training was funded.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** to put the staff member through the driver training. **SECONDED** by Cllr. Marsh and **ALL AGREED.**

The Clerk will await adoption of the Training Development Policy 2026 at Full Council on 9 February 2026 before proceeding. A written agreement will be drafted and signed by both the Clerk and staff member.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 29 April 2026 at 2pm in the King Suite, Angmering Village Hall.**

The meeting concluded at 2:58 pm

.....
Chair

Date.....



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed We are over the £430,950 (in budget) limit for FSCS guarantee. The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comparisons are undertaken and several (usually 3) quotes are obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S		
1 = Negligible	1 = Very low	0 - 4 = Insignificant risk		
2 = Minor	2 = Very unlikely	5 - 9 = Low risk		
3 = Moderate	3 = Unlikely	10 - 15 = Medium risk		
4 = Major	4 = Likely	16 + = High risk		
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed		20-04-2026		
Take to Full Council		11.05.2026		
Next Review by Governance & Oversight		29.07.2026		



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CL money.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
ASRA Sports Pavilion	Current State of Electrics	5	4	20	Electrics have been completed and certificate of completion given.	2	2	4
ASRA Sports Pavilion	Loss of football to Angmering based teams	5	3	15	APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub.	5	2	10
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Attend a recent meeting with ACLT and AIRS - Saxon Weald are a potential partner to enable this scheme to be built. Awaiting updates.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Flood Alleviation Scheme	Project not being fully funded and completed	4	4	16	Phase one fully funded but planning application has run out. Keep pressure on WSCC to deliver on phase 1 & 2. Request regular updates.	4	3	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
New Office Buildings	Lack of community/ACCA support	4	4	16	Explain clearly all the pros of the new building, including that precept will not be going up. Advise re lease changes (ACCA only)	3	3	9
New Office Buildings	Funds - lack of to complete the build	4	4	16	Review of budget for build, apply for grants to aid funding, review investments.	4	3	12

Risk Rating Guide

Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S
1 = Negligible	1 - Very low	0 - 4 = Insignificant
2 = Minor	2 = Very unlikely	5 - 9 = Low risk
3 = Moderate	3 = Unlikely	10-15 = Medium risk
4 = Major	4 = Likely	16+ = High risk
5 = Catastrophic	5 = Very likely	

Risk Assessment Completed	20-04-26
Take to Full Council	11-05-26
Next Review at Governance and Oversight Committee	29-07-26

ANGMERING PARISH COUNCIL 2026/27

YEAR AT A GLANCE APRIL TO MARCH

MONTH	TASK	TASK COMPLETED
April	<p>START OF FINANCIAL YEAR</p> <ul style="list-style-type: none"> ● Begin preparation of year end accounts (to be approved by the council before end of Sept) ● Prepare for the year end internal audit to sign off the Annual Return ● Carry out staff appraisals (6 monthly) ● Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) ● If it is election year, check procedures and prepare information packs for new councillors ● Half Yearly Resilience and Battery Check ● Review Assets ● Create monthly accounts/reconciliation for the month and take to full council 	<p>TBC</p> <p>TBC</p> <p>Booked In</p> <p>Underway</p> <p>NA</p> <p>Completed</p> <p>Completed</p> <p>TBC</p>
May	<p>START OF THE COUNCIL YEAR</p> <ul style="list-style-type: none"> ● Hold the Annual Meeting of the PC Council (sometimes called the Annual General Meeting), where the following items are completed: <ul style="list-style-type: none"> ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) ○ Review Register of Interests ○ Standing Orders and Financial Regulations are confirmed 	

	<ul style="list-style-type: none"> ○ Training could be offered to new councillors ● Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility (Election Year only) ● Confirm meeting dates ● Update policies that list councillor names/roles inc Resilience Plan, bank reconciliation list. ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council 	<p>NA</p> <p>Completed</p> <p>TBC</p> <p>TBC</p>
June	<ul style="list-style-type: none"> ● Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor ● Post up notice of Exercise of Public Rights ● Submit return to Moore by 30 June ● Publish on the council website before the inspection period starts - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected ● Councillors to inspect all physical assets and report ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council 	
July	<ul style="list-style-type: none"> ● Send Annual Return to External Auditor ● Yearly independent play area inspections to be carried out ● Quarterly VAT reclaim ● First quarter budget review ● Create monthly accounts/reconciliation for the month and take to full council 	
August	<ul style="list-style-type: none"> ● Risk Registers from Governance confirmed. Take to Full Council. ● Complete the office and lock up Workplace Assessments ● Fire Extinguisher Annual Check ● Create monthly accounts/reconciliation for the month and take to full council 	

September	<ul style="list-style-type: none"> ● Put up notices following completion of external audit (if necessary) ● Prepare for budget discussions (using information from half year accounts, grant applications, policies) ● Receive 2nd half Precept ● Order Poppy Wreath ● Prepare for the half yearly internal audit ● When external audit is complete, put up notices ● Review and renew insurance policy ● Take any Governance recommendations to Full Council, including updates to risk register and any H&S issues. ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council ● Decide on Christmas event/plans. Order tree 	
October	<ul style="list-style-type: none"> ● Quarterly VAT reclaim ● Approve calendar dates for meetings and events in next calendar year ● Carry out staff appraisals (6 monthly) ● Half Yearly Resilience and Battery Check 	

	<ul style="list-style-type: none"> ● Create monthly accounts/reconciliation for the month and take to full council 	
November	<ul style="list-style-type: none"> ● Remembrance Day ● Budget work to commence ● Assess progress of Annual Business Plan ● Annual Plan Session (All Councillors) ● Order Christmas Cards ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council ● Community Survey 	
December	<ul style="list-style-type: none"> ● Continue with draft budget ● Send out invites to “Budget Setting Sessions” ● Send out Christmas cards ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to ● Full Council 	
January	<p>ANGMERING PARISH COUNCIL 2025/26</p>	

	<ul style="list-style-type: none"> ● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council 	
February	<ul style="list-style-type: none"> ● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date ● Complete the office and lock up Workplace Assessments ● Make arrangements for the Annual Parish Meeting ● Review the current committee structure – if necessary ● Risk Registers from Governance confirmed. Take to Full Council. ● Annual Boiler Service ● Create monthly accounts/reconciliation for the month and take to full council 	
March	<ul style="list-style-type: none"> ● End of financial year ● Precept due 1 April ● If this is an election year, check procedures and advise councillors 	

	<ul style="list-style-type: none">● Publish new year's meeting dates online● Assess progress of Annual Business Plan● Adopt new Annual Business Plan – Full Council● Create monthly accounts/reconciliation for the month and take to full council.	
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September	<ul style="list-style-type: none"> ● Put up notices following completion of external audit (if necessary) ● Prepare for budget discussions (using information from half year accounts, grant applications, policies) ● Receive 2nd half Precept ● Order Poppy Wreath ● Prepare for the half yearly internal audit ● When external audit is complete, put up notices ● Review and renew insurance policy ● Take any Governance recommendations to Full Council, including updates to risk register and any H&S issues. ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council ● Decide on Christmas event/plans. Order tree 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
October	<ul style="list-style-type: none"> ● Quarterly VAT reclaim ● Approve calendar dates for meetings and events in next calendar year 	<p>Completed</p> <p>Completed</p>

	<ul style="list-style-type: none"> ● Carry out staff appraisals (6 monthly) ● Half Yearly Resilience and Battery Check ● Create monthly accounts/reconciliation for the month and take to full council 	<p>Completed</p> <p>Completed</p> <p>Completed</p>
November	<ul style="list-style-type: none"> ● Remembrance Day ● Budget work to commence ● Assess progress of Annual Business Plan ● Annual Plan Session (All Councillors) ● Order Christmas Cards ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council ● Community Survey 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
December	<ul style="list-style-type: none"> ● Continue with draft budget ● Send out invites to “Budget Setting Sessions” ● Send out Christmas cards ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to ● Full Council 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

ANGMERING PARISH COUNCIL 2025/26		
January	<ul style="list-style-type: none"> ● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>NA</p> <p>Completed</p>
February	<ul style="list-style-type: none"> ● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date ● Complete the office and lock up Workplace Assessments ● Make arrangements for the Annual Parish Meeting ● Review the current committee structure – if necessary ● Risk Registers from Governance confirmed. Take to Full Council. ● Annual Boiler Service ● Create monthly accounts/reconciliation for the month and take to full council 	<p>TBC</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
March	<ul style="list-style-type: none"> ● End of financial year 	

	<ul style="list-style-type: none"> ● Precept due 1 April ● If this is an election year, check procedures and advise councillors ● Publish new year's meeting dates online ● Assess progress of Annual Business Plan ● Adopt new Annual Business Plan – Full Council ● Create monthly accounts/reconciliation for the month and take to full council. 	<p>Received</p> <p>NA</p> <p>Completed</p> <p>Completed</p> <p>In May meeting</p> <p>Completed</p>
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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

WEDNESDAY 29 APRIL 2026

AGENDA ITEM 9 – INVESTMENT UPDATE AND MATURING ACCOUNTS.

For noting - FSCS Deposit Protection – Update

The Clerk/RFO has sought clarification from the Financial Services Compensation Scheme (FSCS) regarding the eligibility of parish councils for statutory deposit protection.

FSCS has confirmed that, under Prudential Regulation Authority (PRA) depositor protection rules, parish councils are classed as public authorities. Public authorities are not eligible for FSCS deposit protection unless they qualify as a small local authority, defined as having an annual budget below €500,000.

As Angmering Parish Council's annual budget exceeds this threshold, the Council does not qualify for FSCS protection, regardless of the amount held with any individual banking institution. The commonly referenced £120,000 FSCS deposit limit does not apply in this case.

FSCS has also confirmed that:

- Platforms such as Flagstone are not themselves FSCS-protected, as they are authorised payment institutions rather than banks.
- While funds placed via such platforms may be held with UK-authorised banks, using multiple banks does not override the ineligibility for FSCS protection where the Council's budget exceeds the threshold.

The use of diversified deposits and multiple counterparties remains a risk-management measure only and does not provide statutory compensation cover.

This information is provided to Council for awareness and will be taken into account when considering maturing accounts, future investments, and treasury-management decisions, in line with the Council's adopted Investment Strategy and Financial Regulations.

Current Investments

Please see the current status of our investments below.


Bank name	Account type	Account status (as at 20 April 2026)	Unpaid interest (1)	Paid interest (2)	Savings accounts balance (as at 20 April 2026)
Charter Savings Bank	Fixed 12 months	Active	£421.03	£0.00	£190,903.33
Hampshire Trust Bank	Instant access	Active	£42.30	£802.96	£456,120.00
HSBC	Instant access	Active	£0.00	£163.63	£89,231.01
Santander International	Fixed 12 months	Active	£209.14	£0.00	£97,245.17
Aldermore	Fixed 12 months	Active	£252.76	£0.00	£113,759.49
OakNorth	Fixed 12 months	Active	£432.96	£0.00	£198,781.43
Cambridge and Counties	Fixed 12 months	Active	£216.77	£0.00	£102,094.57
Hampshire Trust Bank	Instant access	Active	£8.09	£153.62	£92,303.44

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.





(2) We refer to paid interest as 'profit' for Sharia bank accounts

Maturing Accounts

The below account is maturing on 19 May 2026. This is our only account with Aldermore.

 Aldermore						
Term	AER Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?	
Fixed 12 months	4.05% 4.055%	19 May 2026	£113,759.49	£4,612.94	Yes	

As of 20/04/2026 the best 12-month accounts are listed below.

Bank name ▾	AER Gross ▾	Term ▾	Min deposit ▾	Max deposit ▾	Fitch Solutions (FICS)	FSCS eligibility
★ Best Flagstone 12 month fixed term rate						
						
Aldermore	4.24% 4.245%	Fixed 12 months	£5,000	£10,000,000	bbb+	Yes Info
						
Emirates NBD	4.02% 4.025%	Fixed 12 months	£100,000	£10,000,000	a-	Yes Info
						
National Bank of Egypt	3.94% 3.945%	Fixed 12 months	£10,000	£1,000,000	bbb-	Yes Info
						
Santander International	3.92% 3.925%	Fixed 12 months	£1,000	£120,000	a-	Yes Info



PLANNING & INFRASTRUCTURE COMMITTEE TERMS OF REFERENCE 2026

Role

The role of the Planning & Infrastructure Committee is to oversee all planning, development, infrastructure, transport, environmental and land-use matters affecting the parish.

Objectives

The purpose of this committee is to;

- Act as the Council's planning consultee and coordinate formal responses.
- Monitor and help deliver the Neighbourhood Plan and associated policies.
- Oversee infrastructure, transport, flooding and environmental matters.
- Make recommendations to Full Council on planning and development impacts.

Membership

- The Committee shall consist of between six and eight Parish Councillors.
- The Committee may include non-councillor members, appointed by Full Council, in accordance with the Council's Standing Orders. Any such appointments, including the terms of office and any voting rights, shall be determined by Full Council and set out in these Terms of Reference.
- Non-councillor members do/do not have voting rights on this committee

Meetings

The Committee shall meet every three weeks or as required to align with planning cycles.

Planning, Infrastructure & Environment

- Consider and comment on all planning applications and consultations.
- Monitor housing supply, development proposals and built-up area boundaries.
- Oversee highways, traffic, public transport, public rights of way and active travel.
- Monitor flooding, drainage and infrastructure capacity within the parish.
- Support protection of green spaces, biodiversity, trees and dark night skies.
- Monitor and review Neighbourhood Plan policies and planning legislation updates.
- Monitor the impact of development on community infrastructure, including education, health and local services
- Monitor and engage on matters relating to Conservation Areas, heritage assets and their management.
- Consider and respond to licensing consultations where applicable.
- Engage with the Local Planning Authority, South Downs National Park Authority and other statutory bodies.
- Support delivery of CIL and infrastructure-related projects.
- Support delivery of relevant objectives within the Council's Annual Plan.
- The Committee may form task-and-finish working groups for specific projects (subject to confirmation by Full Council), reporting recommendations back to the Committee.



GOVERNANCE AND OVERSIGHT COMMITTEE TERMS OF REFERENCE 2026

Role

The role of the Governance and Oversight Committee is to provide strategic oversight of the Parish Council's governance framework, financial administration, staffing, audit, risk management and compliance.

Objectives

The purpose of this committee is to;

- Ensure robust governance, financial control and accountability.
- Oversee audit, risk management and regulatory compliance.
- Support and monitor staffing, HR matters and organisational capacity.
- Make recommendations to Full Council on governance, policy and corrective actions.

Membership

The Committee shall consist of the Chair of the Council, the Chair of the Planning & Infrastructure Committee, and up to four additional Parish Councillors. Only Parish Councillors may be members. The Chair of Council may not act as Chair of this Committee.

Meetings

The Committee shall meet a minimum of four times per year and additionally as required.

Financial Governance

- Ensure compliance with Financial Regulations and internal controls.
- Assess all future investments against the current Investment Policy.

Staffing & HR

- Oversee staffing structures, performance and wellbeing in conjunction with the Clerk.
- Consider disciplinary and grievance matters in accordance with adopted policies.
- Support recruitment and succession planning where required.
- Create a Staffing Committee if required

Audit & Risk

- Support internal and external audit processes and monitor actions arising.
- Review and maintain the Council's Risk Register.
- Oversee health and safety governance, including risk assessments and workplace compliance
- Reviewing the previous and coming 3 months of duties (Monthly Duties Document)

Policies & Conduct

- Oversee Standing Orders, policies and review cycles.
- Be informed of Code of Conduct matters and formal actions.
- Recommend policies for adoption by Full Council, including urgent matters if required.



**ANGMERING PARISH
COUNCIL
SCHEME OF DELEGATION
2026**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees**

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AIM & PURPOSE

This Scheme of Delegation forms part of the Council’s Financial Regulations and Standing Orders. It will be reviewed annually and when there is a change of Clerk/RFO.

The purpose of this document is to clearly define the parameters within which the Clerk/RFO of the Council can act without reference to Councillors.

This document also captures the various delegated powers throughout the Council, including those delegated by the Council to its Committees and Working Groups. This element of the scheme incorporates all of the approved Terms of Reference.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

PRINCIPLES OF DELEGATION

Section 101 of the Local Government Act 1972 states:

- That a Council may delegate its powers (except that incapable of delegation) to a committee; or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Any delegation to a Committee or the Clerk/RFO shall be exercised in compliance with the Council’s Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and with the law.

In an emergency the Clerk/RFO is empowered to carry out any function of the Council.

Where the Clerk/RFO is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

AUTHORITY TO ACT

It will be appropriate for the Clerk/RFO to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine.

The Clerk/RFO and Committees have the responsibility to act within the Councils approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

COUNCIL RESERVED POWERS

The following matters are only to be resolved by the full Council:

- Appointment of the Clerk/RFO
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
- To approve and adopt the Budget.
- To appoint committees and working groups
- To approve membership of all committees and working groups
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the Precept
- To make byelaws
- To borrow money
- To annually approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To assess, consider and (if approved) award donations and grants fund to other bodies where lawful and appropriate in accordance with statute and the adopted HPC Grants Policy.
- To assess, consider and approve recommendations from working groups.

DELEGATION SAFEGUARDS

The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

DELEGATION TO CLERK/RFO

- The Clerk/RFO is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- In case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- The Clerk will deal with all routine correspondence which does not commit APC to enter into a legal agreement or give an opinion. The Clerk will also deal with any correspondence which is covered by delegated authority.
- The Clerk, in consultation with the Chair of the Council, is authorised to prepare, approve, and submit documentation or representations in support of a planning application, appeal or inquiry where the Council has previously resolved to oppose or comment on the application in question, and time does not permit reference to Full Council. All councillors will be advised of any wording and asked for comments, before any submission. Any such action must be reported to the next available Council meeting.
- As Proper Officer/RFO, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget. Subject to the adopted Financial Regulations.
- The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
- The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget.
- Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors.

- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- Power to release urgent press statements on any activities subject to prior consultation with the Chair.
- Power to act on own initiative to implement the Council's policies and objectives.
- Power to manage all the Council's resources in accordance with the Council's policies.
- Power to manage all open spaces within the Parish subject to budget.
- Power to engage with the community and stakeholders to raise the profile of APC and foster good working relationships.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year, alongside the Standing Orders and Financial Regulations.

Meeting policy was approved at: Full Council

Date:

Date of next review:



**ANGMERING PARISH
COUNCIL
STANDING ORDERS 2026**

ANGMERING PARISH COUNCIL

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INTRODUCTION

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

Model **standing orders use gender-neutral language (e.g. “Chair”)**.

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

1) RULES OF DEBATE AT MEETINGS

- 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.
- A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- 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.
- An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- A councillor may not move more than one amendment to an original or substantive

motion.

- The mover of an amendment has no right of reply at the end of debate on it.
- 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.
- Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - a) to speak on an amendment moved by another councillor;
 - b) to move or speak on another amendment if the motion has been amended since he last spoke;
 - c) to make a point of order;
 - d) to give a personal explanation; or
 - e) to exercise a right of reply.
- 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.
- A point of order shall be decided by the chair of the meeting and their decision shall be final.
- When a motion is under debate, no other motion shall be moved except:
 - a) to amend the motion;
 - b) to proceed to the next business;
 - c) to adjourn the debate;
 - d) to put the motion to a vote;
 - e) to ask a person to be no longer heard or to leave the meeting;
 - f) to refer a motion to a committee or sub-committee for consideration;
 - g) to exclude the public and press;
 - h) to adjourn the meeting; or
 - i) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- 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.

- 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 3 minutes without the consent of the chair of the meeting.

2) DISORDERLY CONDUCT AT MEETINGS

- 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.
- 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.
- 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.**

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- 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 15 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.
 - 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.

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- 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 2 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 5 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;

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- 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 may convene an extraordinary meeting of the 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 2 members of the committee or the sub-committee, any 2 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 5 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;

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- 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 Planning and Infrastructure Committee;
 - 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;

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

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- 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 the Governance and Oversight 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 Governance and Oversight Committee or, if he is not available, the vice-chair (if there is one) of the Governance and Oversight Committee, of absence occasioned by illness or other reason and that person shall report such absence to the Governance and oversight Committee at its next meeting.
- c The chair of the 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 the Clerk and RFO.
- 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 Governance and Oversight Committee or in their absence, the vice-chair of the Governance and Oversight Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Governance and Oversight Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of the Governance Committee, this shall be communicated to another member of the Governance and Oversight Committee.
- 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 **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.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

The above is applicable to a Council with 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 3 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.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 1 year, or when the model policy is updated.

Meeting policy was approved at: Full Parish Council.

Date:

Date of next review:



**ANGMERING PARISH
COUNCIL
FINANCIAL REGULATIONS
2026**

Angmering Parish Council FINANCIAL REGULATIONS

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1. General

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

- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council/selected councillor shall:

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

2. Risk management and internal control

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

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

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

2.4. **The accounting control systems determined by the Clerk must include measures to:**

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

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

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

3. Accounts and audit

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

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

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December/January for the following financial year. The Clerk will inform committees of any salary implications before they consider their draft budgets.

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

4.4. Unspent funds for partially completed projects and funds unspent against budget lines may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

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

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

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

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

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £10,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items between £1,000 - £5,000 excluding VAT.
 - the council for all items over £5,000;

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Actions from a health and safety/fire risk assessment, the amount spent can be up to £7,000, in conjunction with the chair. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. If any issues are experienced, a report will be put before council and alternative banks may be suggested.
- 6.2. The Clerk shall prepare a schedule of payments. These will be presented, by email, to 2 councillors, who are signatories. The email will consist of the invoices due for payment as well as the payment schedule produced by the accounting system. An emailed response confirming all payments are to be processed must be received from both councillors before payments are loaded onto the banking portal. These payments will then be loaded onto the banking portal by an authorised member of staff. The payment will be processed by the other member of staff and a secondary authorisation is given by the Clerk and the payments are sent. A detailed list of all payments shall be disclosed as an attachment to the agenda of Full Council each month.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. Once checked, invoices will be signed by the Clerk or Office Manager.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, unless the council resolves to use a different payment method.
- 6.6. A list of such payments shall be reported to the next appropriate meeting of the council, for information only.

- 6.7. The Clerk and Office Manager shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £5,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £7,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises and as a result of any health and safety/fire risk assessment.
 - iii. any payment already authorised by 2 councillors (as per 6.2)
 - iv. Fund transfers within the councils banking arrangements – relevant paperwork will be included in the monthly accounts and taken to each council meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, Clerk/Office Manager shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 2 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to 2 authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Evidence shall be retained showing which members approved the payment online.
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order. These will be shown within the accounts for the month.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and Office Manager. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless deemed an emergency.
- 9.2. Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

- 10.1. The Clerk shall maintain a petty cash imprest account of £30 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

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

12. Loans and investments

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

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £1,000.
- 13.7. Any income generated for the Charity of the Year will be put into the Charity account and paid over annually to the nominated charity.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Clerk/Office Manager shall be responsible for the care and custody of stores and equipment in the office. The Groundsman will be responsible for items contained within the lock up.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

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

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

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £5,000.

17. Insurance

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

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

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

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

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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

RISK	LEVEL OF RISK
What is the possibility of change	High
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment, the overall risk is classed as high priority and should be assigned a review period of 1 year.

Meeting policy was approved at: Full Parish Council

Date:

Date of next review: