

# Dronfield Town Council

Town Clerk:  
Andrew Tristram



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7<sup>th</sup> May 2019

To: The Chairman and Members of Dronfield Town Council

Dear Councillor,

You are summoned to attend the meeting of Dronfield Town Council to be held on

**MONDAY 13<sup>th</sup> MAY 2019 AT 7.30pm IN THE  
GOSFORTH LODGE, CLIFFE PARK, DRONFIELD**

Yours sincerely



Andrew Tristram  
Town Clerk

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Please be aware that meetings open to the public may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are:

1. Requested not to film the public seating area and to respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.
2. Reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

## **AGENDA**

1. **To elect a Town Mayor**  
Appointment of new Town Mayor.
2. **To elect a Deputy Town Mayor**  
Appointment of a new Deputy Town Mayor.
3. **Leader and Deputy Leader of the Council**  
To appoint the Leader and Deputy Leader of the Council.
4. **Apologies**  
To receive apologies and reasons for absence from the meeting.
5. **To consider a variation of order of business**  
To consider request to change the order of the items on the agenda.
6. **Declarations of Interest**  
To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
7. **Public Speaking**
  - 7.1 **Planning Matters**  
An opportunity for members of the public to raise any planning matter that members may be considering at the planning item of the following agenda.
  - 7.2 **General Matters**  
A fifteen-minute session when members of the public and local residents can raise issues affecting the town. Any issues raised may be noted and a request by members for that matter to be placed on a future agenda for discussion and debate.
  - 7.3 **Police Matters**  
If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.

8. **Council Minutes**  
To receive and consider adopting as a true and accurate record, the draft Minutes of the Ordinary Meeting of the Council held on 1 April 2019 (Pages 238 – 256).
9. **Items for exclusion of public**  
To determine what items on the agenda, if any, should be taken with public excluded.
10. **Planning Matters**
  - 10.1 **Planning Applications (Appendix 1)**  
To consider the attached schedule of planning applications submitted by North East Derbyshire District Council for comment and discussion. Further details of any application can be found at: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/> and then by inputting the application reference number.
  - 10.2 **Planning Decisions (Appendix 2)**  
To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.
11. **Appointment of members to committees and advisory committees (Appendix 3)**  
To consider amendments to the membership of the Council's committee and advisory committees.
12. **Representatives on outside bodies (Appendix 4)**  
To consider amendments of representatives on outside bodies.
13. **Dates of meetings for 2019-20 (Appendix 5)**  
To confirm the dates for the forthcoming Council Meetings.
14. **Standing Orders (Appendix 6)**  
To consider recommended updates to the Standing Orders.
15. **Financial Regulations (Appendix 7)**  
To confirm the current Financial Regulations.
16. **Appointment of cheque signatories**  
To appoint members to sign cheque, BACS payments and Direct Debits.
17. **General Powers of Competence (Appendix 8)**  
To confirm if the council qualifies to use the General Powers of Competence
18. **Scheme of Delegation (Appendix 9)**  
To confirm the proposed Scheme of Delegation
19. **Outside Services Report (Appendix 10)**  
To consider the written report submitted by the Outside Services Manager.
20. **Meeting Reports (Appendix 11)**  
To receive the meeting reports on various matters:-
  - 20.1 Properties Advisory Committee held on 16 April 2019
  - 20.2 Standing Orders Advisory Committee on 16 April 2019
  - 20.3 Neighbourhood Plan Steering Group on 17 April 2019
  - 20.4 Civic Service Committee on 1 May 2019
21. **Town Clerk's Report (Appendix 12)**  
To consider the written report submitted by the Town Clerk
22. **Financial Report (Appendix 13)**
  - 22.1 Schedule of Payments for March 2018
  - 22.2 Schedule of Receipts for March 2018
  - 22.3 Bank Reconciliation at 31 March 2018
22. **Exclusion of the Press and the Public**  
To move the following resolution – That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

**DRONFIELD TOWN COUNCIL**  
**PLANNING APPLICATIONS**  
**SUBMITTED TO COUNCIL ON MONDAY 13<sup>th</sup> MAY 2019**

No	Reference	Applicant	Location	Details
1.	19/00206/TPO	Mrs M Anderson	1 Rembrandt Drive	Application to crown reduce 2no Whitebeam (T1 and T2) covered by NEDDC TPO84
2.	19/00329/FLH	Mr & Mrs Alexander	22 Longcroft Road	Application for Single Storey Replacement Porch, Single Storey Replacement Rear Extension and Two Storey Side Extension
3.	19/00323/FLH	Y Dunn	4 Holmesdale Road	Demolition of existing garage and conservatory and erection of two storey side and single storey rear extension
4.	19/00334/ CATPO	Mr Teng Tzu	93 Chesterfield Road	Notification of intention to fell 1no Sycamore and 1no Silver Birch tree located within the Dronfield Conservation Area
5.	19/00337/FLH	N Short	37 Hollins Spring Avenue	Application for two storey side extension
6.	19/00346/FLH	Mr D Emery	27 Lundy Road	Application to convert the flat roof two storey extension to a pitched roof. The lintels above the upper storey windows would be checked as the work progresses and building regulations followed.
7.	19/00348/FL	Mr J Wild	Land South West Of Mickley Farm And North West Of Mickley Cottage Mickley Lane Dronfield Woodhouse	Application for conversion of agricultural building to a dwellinghouse, including change of use of land
8.	19/00358/TPO	Miss C Harris NEDDC	Land In Front Of 7 To 15 Salisbury Road	Application for various tree works to 6no Sycamore Trees (T2, T3, T4, T6, T7 and T8) covered by NEDDC TPO no 52
9.	19/00361/FLH	M Knights	91 Snape Hill	Application for two storey rear extension and single storey side extension
10.	19/00363/FLH	E Bakewell	22 Southwood Avenue	Proposed two storey side extension, single storey rear extension and front porch
11.	19/00365/TPO	Cate Harris	Land to The North Of 7 Turner Close	Application to fell 1no Cherry tree (T26) covered by TPO number 103 Pt5

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12.	19/00366/FLH	Mr J Holdsworth	92 Hallowes Lane	Demolition of Existing Conservatory & construction of new extension in its place. New Dormer & Porch to Front Elevation with Glazed Link to Existing Garage to Rear
13.	19/00370/FL	Mr F Allen	4 Highdale Fold	Change of use of part of woodland to domestic and retention of summerhouse
14.	19/00372/FLH	M Rowan	66 Derwent Close	A rear and side extension with associated remodelling and patio with steps down to garden
15.	19/00375/TPO	Mr J Cropper	5 Salisbury Road	Application to prune 1no tree (T8) covered by TPO number 52
16.	19/00377/TPO	Mr M Charlton	11 Dalbury Road	Application to remove deadwood on 1no Willow Tree (T13) covered by Order number 103 PT1
17.	19/00378/TPO	Mr P Greenwood	16 Sherwood Road	Application to crown lift 1no Sycamore (Acer T1) covered by NEDDC Tree Preservation order no 240
18.	19/00379/CATPO	Mr A Stephenson	21 Quoit Green	Notification of intention to crown reduce 1no Ash Tree within the Dronfield Conservation Area
19.	19/00384/FLH	Mr & Mrs K Dyson	17 Firthwood Road	Application for demolition of conservatory and construction of a single storey rear extension
20.	19/00392/FLH	Mr K Bateman	5 Kilburn Road	Proposed single storey outbuilding with veranda
21.	19/00395/FLH	N Boulby	1 Netherfields Crescent	Proposed single storey side extension and single storey rear extension
22.	19/00399/FLH	Mrs Tracey Hibbard	24 Romney Drive	Proposed single-storey side extension , new detached garage, tarmac driveway, 2m high boundary fence and creation of new access from Gosforth Drive
23.	19/00406/FLH	Mr & Mrs W Vernon	16 Kilburn Road	Demolition of existing conservatory and erection of new single storey rear extension
24.	19/00422/CATPO	Mr P Charlesworth	29 Lea Road	Notification of intention to crown reduce 1no Birch Tree and remove secondary trunk and crown reduce 1no Beech Tree located within the Dronfield Conservation Area
25.	19/00427/FLHPD	Mrs D Atkin	40 Bowshaw	Application under the neighbour notification scheme for a single storey rear extension

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26.	19/00428/FL	Mr Mark Hewison	Land North Of Railway Line And East Of Half Acre Lane Dronfield	Application to vary conditions 1-5, 7, 11, 12, 14, 15 and 16 and remove conditions 8 and 10 of application 17/00080/FL to allow access road to be retained on a permanent basis
27.	19/00445/AMEND	Mrs R Stevenson	25 Coniston Road	Non-material amendment pursuant of 16/00229/FLH for lengthening of the approved garage by 700metres and revisions to the external material finishes

**DRONFIELD TOWN COUNCIL**  
**SCHEDULE OF PLANNING DECISIONS**  
**SUBMITTED TO COUNCIL MONDAY MAY 2019**

No	Reference	Location	Details	Decision
1.	19/00082/FL	85 Carr Lane	Demolition of existing dwelling and erection of replacement two-storey dwelling with rooms in the roof space (Amended Title)	Conditionally Approved
2.	19/00092/FLH	33 Smithy Croft	Application for retention of canopy/extension to rear elevation	Conditionally Approved
3.	19/00126/FLH	25 Holmesdale Road	Alterations to existing flat roofed one and two-storey side extension, including first floor extension and new pitched roof over, and a single-storey rear extension (amended plans	Conditionally Approved
4.	19/00168/LDC	113 Stublely Drive	Application for a lawful development certificate for a proposed single-storey rear extension	Certificate Issued
5.	19/00181/TPO	Manor Bungalows	Application to prune 1 Yew Tree (T1) covered by NEDDC Parks	Conditionally Approved
6.	19/00184/FLH	39 Paddock Way	Demolition of existing garage and construction of two-storey front and rear extensions, single-storey –storey rear and side extensions, a carport and a garden shed	Conditionally Approved
7.	19/00186/FLH	11 Falcon Road	Construction of single-storey front and rear extensions and a two-storey side extension	Conditionally Approved
8.	19/00202/FLH	212 Stublely Lane	Front and rear dormer extensions to create first floor living accommodation (Revised scheme of 18/00295/FLH)	Conditionally Approved
9.	19/00214/FLH	103 Barnes Avenue	Proposed conversion of garage to living space with single storey side and front extension	Conditionally Approved
10.	19/00217/AD	Co-Op 84 Hartington Road	Application for advertisement consent for the display of 5 illuminated and 5 non illuminated signs	Conditionally Approved
11.	19/00218/FLH	6 Ravensdale Road	Installation of modular ramp to provide access from driveway to side entrance of property	Conditionally Approved
12.	19/00222/FLH	19 Hallows Drive	Single-storey rear and side extension	Conditionally Approved
13.	19/00223/AD	52 Hartington Road	Application for advertisement consent for external lighting for existing shop signage	Conditionally Approved
14.	19/00239/FLH	78 Barnes Avenue	Proposed single-storey rear extension and two-storey side extension with dormer to window to rear	Conditionally Approved
15.	19/00266/FLH	41 Lundy Road	Application for a single-storey rear extension	Conditionally Approved
16.	19/00276/ AMEND	Green Dragon Church Street	Application for non-material amendment to planning approval 17/00820/FL for smoking shelter	Approved
17.	19/00289/ CATPO	3 Chapel Yard	Notification of intention to fell 1 no Holly and 1 no Cypress located within the Dronfield Conservation Area	No Objection
18.	19/00304/ CATPO	57 Chesterfield Road	Notification of intention to fell 1 no Sycamore tree and remove stems from 2no Lime trees located within the Dronfield Conservation Area	No Objection

**Dronfield Town Council Advisory Committees – 2019/2020**

Advisory Committee	No of Members	Current 2018-19	Proposed 2019-2020
Budget	5	Liz Blanshard Angelique Foster Gareth Hopkinson Christine Smith Richard Welton	
Civic Service	2	Mark Foster Philip Wright	
Christmas Events	3	Michelle Emmens Alan Powell Anthony Hutchinson	
Grant Awards	3	Liz Blanshard Tim Collins Christine Smith	
Gala	3	Michelle Emmens Roger Hall Alan Powell	
Gritting	2	Mark Foster Kevin Tait	
Parks & Recreation	4	Alex Dale Angelique Foster Anthony Hutchinson Kevin Tait	
Properties	5	Liz Blanshard Angelique Foster Gareth Hopkinson Alan Powell Christine Smith	
Personnel	5	Angelique Foster Sandra Green Gareth Hopkinson Alan Powell Richard Welton	
Road Safety	5	Alex Dale Lilian Deighton Angelique Foster Mark Foster Anthony Hutchinson	
Standing Orders	4	Liz Blanshard Angelique Foster Sandra Green Richard Welton	
Neighbourhood Plan Steering Group	6	Alex Dale Angelique Foster Mark Foster Alan Powell Christine Smith Richard Welton	
Town Twinning	2	Liz Blanshard Tim Collins	
Youth Council	1	Anthony Hutchinson	
Recycling	3	Alex Dale Angelique Foster Kevin Tait	
Cemetery	5 (DTC)	Cllr Lillian Deighton Cllr Mark Foster Cllr Roger Hall Cllr Anthony Hutchinson Cllr Philip Wright	

**DRONFIELD TOWN COUNCIL****REPRESENTATIVES ON OUTSIDE BODIES – 2019/2020**

<b>Organisation</b>	<b>Number Of Reps</b>	<b>Current 2018/2019</b>	<b>Proposed 2019-2020</b>
1. Dronfield Woodhouse Sports/Social	2	Cllr Tim Collins Cllr Roger Hall	
2. Dronfield Town Twinning Federation	2	Cllr Liz Blanshard Cllr Tim Collins	
3. Dronfield Disabled Club	1	Cllr Angelique Foster	
4. Dronfield Old People's Welfare Committee	1	Cllr Angelique Foster	
5. Dronfield Henry Fanshawe Education Foundation	6	Cllr Mark Foster Cllr Alex Dale Cllr Gareth Hopkinson Cllr Richard Welton Cllr Anthony Hutchinson Cllr Lilian Deighton	
6. Dronfield Pioneer Health & Housing Society	1	Cllr Alex Dale	
7. ATC Civilian Committee	1	Cllr Roger Hall	
8. DALC Executive Committee	1	Cllr Alex Dale	
9. Footpaths & Bridleways Society	1	Cllr Tim Collins	
10. Dronfield in Bloom Committee	2	Cllr Michelle Emmens	
11. Coal Aston Bowls Pavilion Management Committee	3	Cllr Alex Dale Cllr Anthony Hutchinson	
12. Lea Brook Valley Volunteers Management Committee	1	Cllr Mark Foster	
13. Dronfield Town Football Club Management Committee	2	Cllr Roger Hall Cllr Anthony Hutchinson	
14. Coal Aston Cricket Club Management Committee	2	Cllr Tim Collins Cllr Anthony Hutchinson	
15. Dronfield Civic Society Awards Panel ( <b>Rep Mayor</b> )	1	Mayor	
16. Dronfield Relief in Need Charity	4	Cllr Liz Blanshard Cllr Angelique Foster Cllr Christine Smith Cllr Richard Welton	
17. Thomas Taylor Charity	7	Cllr G Baxter Cllr S Green Cllr C Smith Cllr R Smith Cllr K Tait Cllr P Wright	



**DRONFIELD TOWN COUNCIL**  
**SCHEDULE OF FULL COUNCIL MEETINGS**  
**FOR THE CIVIC YEAR 2019/2020**

**2019**

<b>Monday 3<sup>rd</sup> June</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 1<sup>st</sup> July</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 2<sup>nd</sup> September</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 7<sup>th</sup> October</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 4<sup>th</sup> November</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 2<sup>nd</sup> December</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>

**2020**

<b>Monday 6<sup>th</sup> January</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 3<sup>rd</sup> February</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 2<sup>nd</sup> March</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 6<sup>th</sup> April</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>

**Annual Town Meeting:**

<b>Monday 11<sup>th</sup> May</b>	<b>Council Chamber, Civic Hall</b>	<b>7.00pm</b>
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**Annual Council Meeting:**

<b>Monday 11<sup>th</sup> May</b>	<b>Council Chamber, Civic Hall</b>	Following the Annual Town Meeting
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Agenda Item 14 – Standing Orders

Appendix 6

# Dronfield Town Council

## Standing Orders (for approval at DTC Council Meeting on 13 May 2019)

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### Note:

The Town Mayor fulfils the role of Chairman of the Council and the Deputy Town Mayor fulfils the role of Vice Chairman of the Council.

**1. RULES OF DEBATE AT MEETINGS**

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

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

**2. DISORDERLY CONDUCT AT MEETINGS**

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

**3. MEETINGS GENERALLY**

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three 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 chairman of

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

- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort).
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman 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 chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his 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 Chairman of the Council at the annual meeting of the Council.*

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before

moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his 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 two 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 seven days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.

- 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 Chairman and Vice-Chairman of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, 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 Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman 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 Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. To elect the Leader of the Council;
  - iii. To elect the Deputy Leader of the Council;
  - iv. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - v. Receipt of the minutes of the last meeting of a committee.
  - vi. Consideration of the recommendations made by a committee;

- vii. Receipt of nominations to any committees, advisory committees, sub-committees and working groups;
  - viii. Appointment of members to existing committees;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. 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;
  - xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k. Council will throughout the year
- i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - ii. Review of the terms of reference for committees;
  - iii. Appointment of any new committees in accordance with standing order 4;
  - iv. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - v. Review of inventory of land and other assets including buildings and office equipment;
  - vi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - vii. Review of the Council's and/or staff subscriptions to other bodies;
  - viii. Review of the Council's complaints procedure;
  - ix. 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*);
  - x. Review of the Council's policy for dealing with the press/media;
  - xi. Review of the Council's employment policies and procedures;
  - xii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

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

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman 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 chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two 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 six 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 chairman 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 ten

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 seven 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 chairman 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**

- 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman 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 chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e 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 he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he 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 he 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 beginning of the meeting of the Council, or committee or sub-committee 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 District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

**15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the town 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 seven days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer if there is one;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's

response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

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

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

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

Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

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

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £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. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. 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. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
  - g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or the Personnel Advisory 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 Leader of the Council and the Chairman of the Personnel Advisory Committee of absence occasioned by

illness or other reason and that person shall report such absence to Council at its next meeting.

- c The Leader and Chairman of the Personnel Advisory Committee, or in their absence, the Deputy Leader and Chairman of the Personnel Advisory Committee or person nominated by the Chairman of the Personnel advisory Committee, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Advisory committee.
- 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 Leader of the Council and Chairman of the Personnel Advisory Committee or in their absence, the Deputy Leader of the Council and Chairman of the Personnel Advisory Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Advisory Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council or the Leader or Deputy Leader of the Council , this shall be communicated to the Chairman of the Personnel Advisory Committee, which shall be reported back and progressed by resolution of the Personnel Advisory 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.

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.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County 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 two 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.

Agenda Item 15 – Financial Regulations

Appendix 7



# DRONFIELD TOWN COUNCIL

## Financial Regulations – Adopted 7<sup>th</sup> April 2015 – 271-14/15

Amendments for consideration – June 2017

### 1. GENERAL

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

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment delegated to a Committee or Officer if in excess the amount in the annual budget; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Budget Advisory Committee and Council.
- 3.2. The Council shall consider annual budget proposals in relation to the forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items must be authorised by Full Council except when authorised by
- a duly delegated committee of the Council for items between £5000 and the amount in the annual budget; or
  - the Clerk for any items below £5000-provided that the item is budgeted for. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year other than by resolution of the Council.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5,000**. Expenditure in excess of this figure can be authorised by the Leader and/or Deputy Leader. The Clerk shall report such action to the **Leader** as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget (whichever is the greater).
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council . The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the following payments by cheque or BACS transfer prior to authorisation at a Council meeting.
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ; or
  - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. Payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, salaries, PAYE and NI, pension fund and regular maintenance contracts and the like) provided that the requirements of regulation 4.1 (Budgetary controls) are adhered to and also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque internet banking and direct debit or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by **two** members of Council, and countersigned by the Clerk or RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature at a council or committee meeting. Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. Payment for certain items may be made by BACS or standing order provided that the instructions are signed, or otherwise evidenced by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use

ofBACS or standing order shall be renewed by resolution of the council at least every two years.

- 6.9. Payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in a sealed, dated envelope in a secure location. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk and RFO- shall be appointed as the Administrators. The bank mandate approved by the council shall identify the members who will be authorised to approve transactions on those accounts.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.



- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts in excess of £500 shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained..
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Leader and Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. for goods or services purchased under a framework agreement to which the Council can lawfully join.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - f. 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.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d, and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

£5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

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

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other

consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall

arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

## **Dronfield Town Council - The General Power of Competence**

### **Report of the Clerk**

1. Local authorities, including parish and town councils, are bound by statute and so can only do what they are allowed to do by statute. This means that before undertaking any activity, and in particular before spending money, members must be satisfied that the town council has the power under some statute to undertake the activity. Parish and Town councils have many specific powers, for example to provide open spaces and recreational facilities, and there is also the general power in section 137 Local Government Act 1972 to spend up to a certain limit for 'purposes not otherwise authorised'. Since 2007 parish and town councils satisfying certain conditions have also had a 'power to promote wellbeing'.

2. Despite the wide range of powers local authorities are always at risk of being challenged, especially if they undertake unusual activity. Most recently a number of local authorities set up a mutual insurance consortium, citing the power of well-being. The Court held this was unlawful. As a result the Government included a 'general power of competence' in the Localism Act 2011. The intention was that local authorities would no longer have to identify a specific power, and that the risk of challenge would be further reduced.

3. The general power of competence is the 'power to do anything that individuals generally may do'. It is specifically stated that this includes things that are unlike anything else the local authority does, or unlike anything that other public bodies do. The authority can use the general power of competence inside or outside the parish and it need not show that the action benefits the authority or its area or its residents. There is no limit on expenditure under the general power of competence. The intention of all this is to reduce the risk of actions taken under the general power being challenged. The general power of competence has replaced the power of well-being, which is no longer available to local authorities in England.

4. The only real limitation is that the general power of competence cannot be used to get round a restriction or limitation in an existing specific power. So the general power cannot be used to pay allowances to members because there is already specific legislation restricting what allowances may be paid. The general power cannot be used where the primary purpose of an activity is to raise money but it could be used to invest (subject to government guidance) in a company or a co-operative society where there may be an investment return.

5. The Government has not given any guidance on what sort of activities might be undertaken under the general power but some examples could be:

- Running a community shop or post office
- Investing in a local co-operative society
- Setting up a company to provide a service such as a bus service
- Providing a grant to an individual, e.g. an Olympic athlete

6. As with the power of well-being the general power is available automatically to principal councils but only to 'eligible' parish and town councils. The conditions for eligibility are:

- The parish council must pass a resolution stating that it is eligible to use the general power.
- When the council passes the resolution at least two thirds of the membership of the council must have been elected (i.e. not co-opted)
- The clerk must hold the Certificate in Local Council Administration (the recognised qualification for clerks) and must also pass the CiLCA module on the general power



7. There is no requirement for councillors to be trained in the general power or for the council to have a statement of intent on community engagement, nor is there a requirement for a parish council to have regard to the principal council's community strategy when exercising the power.

8. Eligibility lasts until the annual meeting of the council immediately after the next ordinary elections (May 2023 for this council) but can be renewed at that meeting provided the conditions are still satisfied. Parish and Town councils which are eligible to use the general power are no longer within the scope of section 137 so no separate record of section 137 expenditure need be kept.

9. Dronfield Town Council satisfies all the conditions as:

- All Councillors are elected
- The Clerk holds the CiLCA qualification
- The Clerk has passed the appropriate CiLCA module on the general power

10. The Council is INVITED to pass a resolution stating that it is eligible to use the general power of competence.

## **Dronfield Town Council**

### **Scheme of Delegation**

1. To appoint the Town Clerk as the Council's Proper Officer
2. To delegate to the Town Clerk to incur expenditure up to the amounts in the approved budget.
3. To delegate power to the Town Clerk authority to take reasonable steps to secure the Council's assets or position in the event of an emergency.
4. To delegate power to the Town Clerk to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
5. To delegate power to the Town Clerk to manage all the Council's facilities and resources in accordance with the Council policies.
6. To delegate power to the Town Clerk to deal with the employment of all employees to include temporary employees with the exception of Town Clerk, RFO and Outside Services Manager and report back any delegated decisions to the Council.
7. To delegate power to the Town Clerk to formulate, review and revise person specifications and job descriptions for posts other than the Town Clerk, RFO and Outside Services Manager for approval by the Personnel Committee (via email).
8. To delegate power to the Town Clerk to deal with the suspension or dismissal of employees other than the Town Clerk, RFO and Outside Services Manager.
9. To delegate power to the Town Clerk to waive any part of notice required by an employee to terminate employment other than the Town Clerk, RFO and Outside Services Manager in consultation with the Leader or Chair of Personnel Committee.
10. To delegate power to the Town Clerk to authorise payments for overtime in accordance with Council procedures.
11. To appoint the Town Clerk as authorised person for the purpose of the Local Authorities Cemeteries Order 1977
12. To delegate to the Town Clerk the power to approve memorial applications that comply with the Council's rules and regulations and to refer any to Cemetery Committee that do not comply
13. To authorise the Town Clerk to delegate any delegated powers and other powers to any member of staff as appropriate
14. To delegate to the Leader and in his/ her absence the Deputy Leader decisions of the Council, in consultation with the Chair of the relevant committee, during any summer recess provided that all such decisions are reported to the next appropriate meeting of the Council
15. To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.

**Dronfield Town Council**  
**May 2019**  
**Outside Services Managers Report**

The following tasks have been carried out during the month of April 2019

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time.

Play Areas – Maintenance continues on the play areas. New benches and bins have been installed into Lundy Road and Birches Fold.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday. It has been a busy month in the cemetery with quite a few burials and Garden of Rest. The grass has been cut twice also this month and will be cut on the alternate weeks that we cut the DTC areas.

Cliffe Park – The outside Services open the park in the mornings and check the lodge is set up and ready for any users each day. We also visit the park during the day to ensure that the bins are being emptied. The park is maintained on a weekly basis. The grass has been cut and will continue to be cut on a fortnightly basis as we do all other DTC areas.

Gosforth Lodge – Outside Service staff have been preparing all the woodwork, sanding down, and also preparing the walls for ready for painting. The painting of the walls and woodwork will be done over a few days and ready before the new flooring is laid and new blinds are fitted.

General Maintenance - O/S staff have been going round and cutting back shrubbery and hedgerows. During the strong winds we had a few trees that were blown over; we managed to deal with these ourselves due to 2 members of staff that had attended a Chainsaw course and passed and could deal with fallen trees or branches.

Grass Cutting – All DTC areas have been cut twice this month and will continue to be cut on a fortnightly basis.

Benches - We have removed the 2 benches on Callywhite Lane and will be refurbishing them and new steel profiles will be fitted, and then reinstalled back in position.

Fencing – The fence in Lucas gardens which was damaged when a tree fell onto it has been repaired.

Dronfield Woodhouse – The defibrillator has now been fitted to the Dronfield Woodhouse Sports and Social Club, it was fitted by Procheck.

Civic Hall Office – A new door entry system has been installed at the entrance to the Main Office door.

New Employees – There are 2 new employees who are employed within the caretaking staff, they completed their induction on Monday 29<sup>th</sup> April. They are both shadowing members of staff at Cliffe Park and the Civic Hall and should hopefully be able to work on their own within the next week at both locations.

Other Tasks - Agendas and other DTC material placed on notice boards and removed when meetings/events has taken place. Banners removed/replaced on from the front of the Civic Hall when required. Various reports actioned around the Town.

Ronnie Dick - Outside Services Manager

**Minutes of the Meeting of the Properties Advisory Committee  
of Dronfield Town Council  
Held in the Town Clerk's Office on Tuesday 16<sup>th</sup> April 2019 at 10:00am**

**Present:** Cllr. A. Foster, Cllr. A. Powell (Chair) and Cllr. L. Blanshard

**In attendance:** A. Tristram (Town Clerk), J. Mitchell (Office Manager & PA to Town Clerk) and R. Dick (Outside Services Manager)

**1. Apologies**

Apologies were received from Cllr. G. Hopkinson and Cllr C. Smith.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Dronfield Tennis Club**

The Chair of Dronfield Tennis Club requested permission to move tennis coaching from a Saturday morning during the season to a Sunday morning, to help with the availability of coaches and to try to attract more participants.

It was RESOLVED to grant permission for Dronfield Tennis Club to use two of the three courts on a Sunday so that one remains available for the public and to review the situation in six months' time.

**4. Bench in Coal Aston**

Members reviewed a request from a resident to place a memorial bench in Coal Aston.

It was RESOLVED to grant permission for the memorial bench to be placed in the green area outside Birches Fold park.

**5. Christmas Tree Festival**

Members reviewed the request as to whether they would like to take part in the Parish Church Christmas Tree Festival again.

It was RESOLVED to recommend to council that the Town Council participate in the Christmas Tree Festival.

**6. Bar License for Civic Hall**

Members reviewed a request for the Civic Hall to become a licensed venue.

It was RESOLVED not to proceed with gaining a license for the Civic Hall and to continue asking for a copy of a Temporary Events Notice instead.

**7. Well Dressing**

Members reviewed the request from Dronfield Woodhouse Well Dressing Group to use the site of the old town well on Carr Lane for the Well Dressing on Friday 12<sup>th</sup> July to benefit Sheffield Children's Hospital.

It was RESOLVED to recommend to council that permission is given to the Dronfield Woodhouse Well Dressing Group to use the site of the old town well on Carr Lane for the Well Dressing on Friday 12<sup>th</sup> July.

**8. Revised quote for trench at Cliffe Park**

Members reviewed two quotes from local businesses to dig the trench at Cliffe Park to enable the MUGA Lights and CCTV to be relocated into the office.

It was RESOLVED to recommend to council that the work is awarded to C. Laver for the total cost of £2,380 plus VAT.

**9. Noticeboard at Coal Aston**

Members discussed whether the missing noticeboard outside the Church belonged to the Town Council or not.

It was RESOLVED to contact the Church in Coal Aston to see if they knew who the noticeboard belonged to.

**10. Healthy Heart Walk**

Members appreciated the feedback from the Rotary Club regarding their preference to use Cliffe Park rather than Sindelfingen Park.

It was RESOLVED to recommend to council that the Healthy Heart Walk in Cliffe Park is permitted subject to agreement on the exact route to be taken through the park – a meeting is to be arranged between the Outside Services Manager and the Rotary representative to agree the route.

**11. Curtains at Civic Hall**

Members reviewed two quotes which had been gained to replace the curtains within all the rooms at the Civic Hall. The disrepair of the back black stage curtain was also discussed.

It was RESOLVED to recommend to council that Custom Group is appointed to replace the curtains within the Civic Hall for a total cost of £1,881.47 and to provide a quote to replace the black stage curtain.

**12. Gates on Coal Aston Village Hall Car Park**

Members reassessed the request to have gates put on the Coal Aston Village Hall car park, which had been made again by the same resident.

It was RESOLVED that gates are still not required on the car park due to multiple users needing access to the bowling greens, football pitches and allotments plus the fact that the car park is also used as an overspill for the Village Hall.

**13. Feedback from Park Run Meeting**

Members were informed that the Chair of the Properties Committee had had a meeting with the Park Run organisers at Sindelfingen Park and that his only concern was the actual route.

It was RESOLVED to contact the organisers for details of a revised route.

**14. Any other business**

Cllr A. Foster reported that a rugby team had been training on Sindelfingen Park on Sunday morning and that parking had been an issue as many cars had chosen to park along the grass verge on Gosforth Drive.

It was RESOLVED that the Outside Services Manager investigate which club this was and speak with them regarding future arrangements.

Comments had been received from Cliffe Park Bowling Club and Coal Aston Bowling Club regarding the state of the bowling greens.

It was RESOLVED to refer these complaints to the Parks and Recreation Committee to review and agree the specifications the greens should be kept to and review the costs for maintaining the bowling greens.

Cllr A. Foster requested an update on the CCTV project and the Town Clerk informed Cllr Foster that he was currently defining the areas on a map before sending the specifications to three companies.

Cllr A. Foster requested if the office could keep Café Familia updated about the events taking place in the Civic Hall.

It was RESOLVED to direct the café owners to the Dronfield Town Council website where there is a calendar of all upcoming events at the Civic Hall.

The Town Clerk updated members on the fact that Dronfield Town Football Club had arranged two cup finals to be played in April which clashed with a cricket booking fixture.

It was RESOLVED that the cricket fixture took priority as this booking had been taken first.

Members asked if officers knew anything about a yellow box located at the junction of Curzon Avenue and Gosforth Lane.

It was RESOLVED to contact Virgin Media to see if the box belonged to them.

Members discussed the problem of some community signage being removed.

It was RESOLVED for the Town Clerk to contact the County Council regarding their policies in place and explain that the Town Council is happy for community events to be promoted two weeks before as long as the signage is removed immediately after the event.

Cllr A. Foster requested if anything could be done quickly to rectify the slide issue at Lundy Road.

It was RESOLVED that the Outside Services Manager investigate quick options to rectify the slide at Lundy Road to enable to park to be open before Easter.

Meeting closed 11.12am

**Minutes of the Meeting of the Standing Orders Advisory Committee  
of Dronfield Town Council  
Held in the Town Clerk's Office on Tuesday 16<sup>th</sup> May 2018 at 11:30am**

**Present:** Cllr. L. Blanshard, Cllr. A. Foster, Cllr. R. Welton

**In attendance:** A. Tristram (Town Clerk) and J. Mitchell (Office Manager & PA to Town Clerk)

It was agreed that Cllr. R. Welton is appointed as Chairman of the meeting.

**1. Apologies**

Apologies were received from Cllr. S. Green.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Standing Orders**

Members considered revisions to the Standing orders to take account of the latest revisions on the model Standing Orders provided by the National Association of Local Councils.

It was RESOLVED to recommend to Council that, pending the review of the section entitled 'handling of staff matters' by Chris Moses, the revisions are accepted and the revised Standing Orders are approved.

**4. Financial Regulations**

Members reviewed the current Financial Regulations.

It was RESOLVED to recommend to Council that the Financial Regulations are accepted with no revisions.

**5. Any other business**

The Scheme of Delegation was discussed by members.

It was RESOLVED to recommend to Council that the Scheme of Delegation is approved as presented.

Meeting closed at 12:00pm

**Notes of the meeting of the Neighbourhood Plan Steering Group  
Held in the Town Clerks Office on Wednesday 17<sup>th</sup> April 2019 at 9:30am**

Present: Cllr. A. Foster, Cllr. A. Powell, Cllr. R. Welton, Andrew Towleron (yourlocale) and John Hinchcliffe (Civic Society)

In attendance: Jo Mitchell (Office Manager & PA to Town Clerk)

**1 Apologises**

Cllr M. Foster, Cllr A. Dale, Cllr C. Smith

**2 Examiner Options**

Members were updated with the choice of three examiners, two of which had been put forward by the Town Council and one of which had been put forward by NEDDC. One of the suggestions had examined the Wingerworth Neighbourhood Plan, the other two were known by Andrew Towleron by reputation only.

It was RESOLVED that Cllr A. Foster speak with councillors from Wingerworth Parish Council regarding the examiner they had used before a final decision was made between the two preferred options.

**3 Heritage Buildings and Structures**

Members were informed that a Planning Officer from NEDDC had been in touch to suggest that there was a potential omission in the evidence for the Neighbourhood Plan as the criteria used to identify the proposed Character Buildings and Structures of Local Heritage interest had not been included. However, the officer has since stated that the plans heritage buildings and structures may not need further evidence, following a recent examiners report.

It was RESOLVED to note these comments.

**4 Any other business**

Cllr A. Foster raised concerns over the detailed feedback that had been provided during the consultation by Derbyshire County Council (DCC).

Andrew Towleron explained that it was at too late a stage for the Town Council to incorporate any of the suggestions made by DCC within the Neighbourhood Plan. At this stage these comments would now need to be reviewed by the examiner who would then make recommendations accordingly.

Andrew Towleron advice was still not to allocate any land for housing as this is not a requirement during the Neighbourhood Plan process.

Andrew Towleron stated that he could not see any comments in the feedback from DCC to say's the Plan is unsound.

It was RESOLVED to write to Helen Fairfax at North East Derbyshire District Council, with a copy of the letter also being sent to Mike Ashworth at Derbyshire County Council, stating that Derbyshire County Council were given the opportunity to comment on this plan between



## Agenda Item 20.3 – Appendix 11.3

July and September during the previous consultation period. However no feedback was received and it also appears that DCC have passed the Plan to the wrong departments for comments previously.

John Hinchcliffe from the Civic Society also brought to members attention a guide to signage, posters and banners that the Civic Society had produced and asked whether it could be incorporated as part of the Neighbourhood Plan.

Andrew Towlerton offered his advice on planning guidance to ensure the guide could be implemented according to planning policy.

It was RESOLVED that the Civic Society email a copy of the Guide through to the Town Council for review.

Meeting closed at 10:30am

**Notes of Civic Service Meeting Held at 9.30am Wednesday 1 May 2019**  
**In the Shaun Hadley Room**

Present            Councillor Lilian Deighton, Revd. Peter Bold,  
                         Carole Dick

1.     Apologies  
         Councillor Philip Wright
  
2.     Date of Service  
         23rd June 2019 - 10.00am
  
3.     Service  
         To be in St John the Baptist Church
  
4.     Theme  
         “Inclusivity and Diversity”
  
5.     Music  
         Hymns x 2 classic songs chosen by the Church (Rev PE Bold which will go  
         with the chosen theme. Rev PE Bold to discuss with James/Rob & David re  
         the music/songs & speakers
  
6.     School  
         This year going with Dronfield Parish Young Voices
  
7.     Refreshments – Back of Church (DTC provide refreshments)
  
8.     Date of Next Meeting  
         Friday 22 May – 11.00am -Council Chamber

**Town Clerk's Report**

**Council Meeting to be held on 13<sup>th</sup> May 2019**

**Items for Decision**

None to report

**Items for Information**

Derbyshire Building Control Partnership

Street naming and numbering for 2 Cross Lane, 33 Stubley Lane and Unit 3 Stokes House

**Correspondence Received**

**05-2019 DALC Circular (circulated electronically)**

- DALC Excellence Awards – Year 2 – launch today
- Internal Audit Check List
- External Audit
- Data Protection – clarification of Councillor exemption to paying a separate Data Protection fee
- Adverse Publicity for Parish and Town Councils
- Training courses

**06-2019 DALC Circular (circulated electronically)**

- DALC Spring Seminar 2019 – A huge success
- Precept increases for Parish & Town Council Sector across the country
- Community Infrastructure Levy (CIL) Legal Briefing
- Plunkett trusteeships
- Police and Crime Commissioner Spring Newsletter
- Funding streams currently available
- Changes to pension credit
- Derbyshire Lamp Post Poppy 2019



Derbyshire  
Building Control  
Partnership

Dunston Innovation Centre  
Dunston Road, Chesterfield  
S41 8NG

Our ref: 19/0034

Enquiries to: Building Control

Direct Line: 0333 880 2000

Date: - 10 April 2019

Email : [building.control@bcnconsultancy.co.uk](mailto:building.control@bcnconsultancy.co.uk)

Dear Sir/Madam

**Re: Street Naming and Numbering**

I enclose herewith a site location plan for a new unit

The address is:-

Unit 3 Stokes House  
Stubley Lane  
Dronfield

Some records show this to be 33 Stubley Lane, Dronfield and also Unit 2-3 Stokes House, Stubley Lane, Dronfield. Please remove these addresses from your system.

Please add/amend the address on your systems.

Yours faithfully

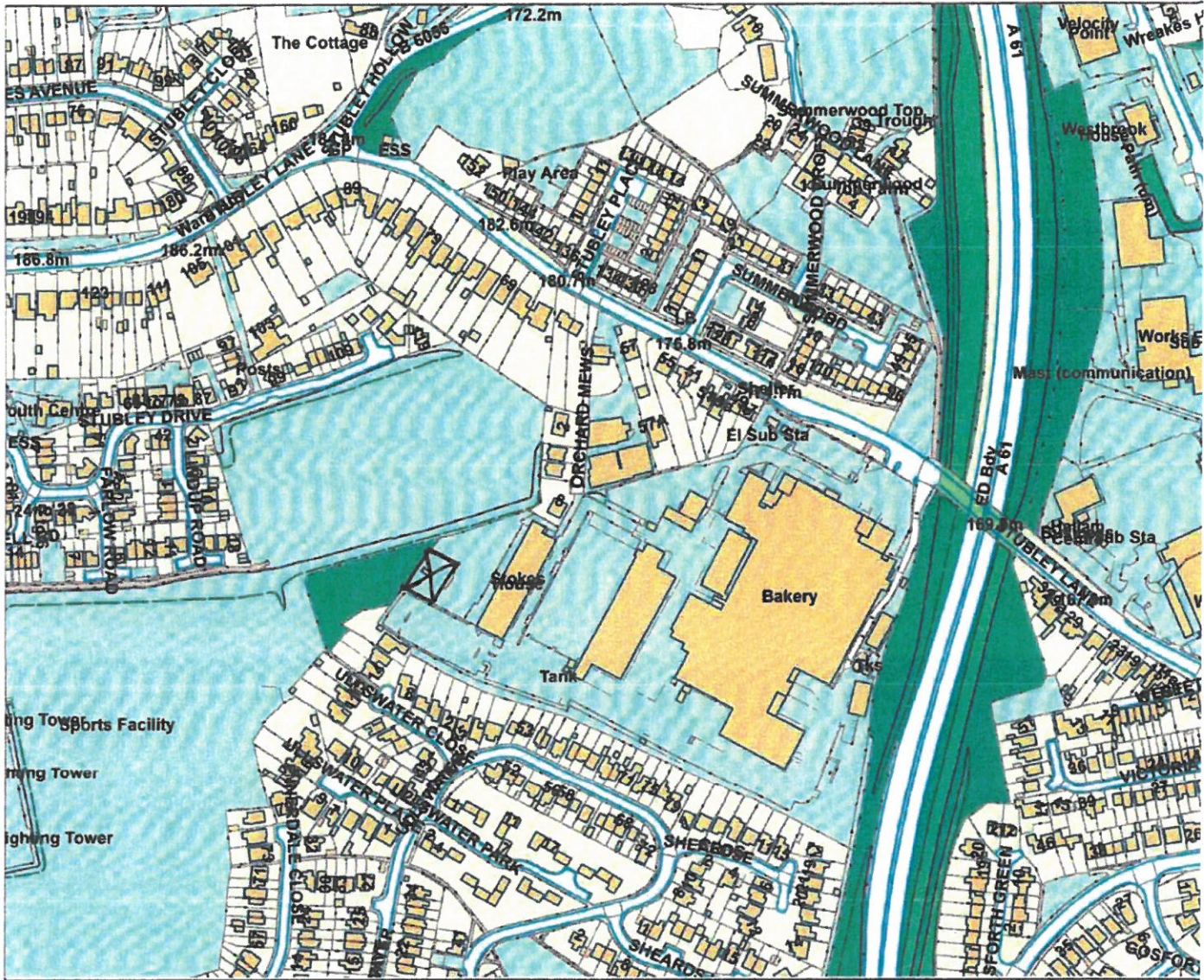
A handwritten signature in black ink, appearing to read 'S. Franklin'.

Stuart Franklin  
Senior Building Control Officer

En



UNIT 3 STOKES HOUSE, STUBBLEY LANE, DRONFIELD



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Derbyshire  
Building Control  
Partnership

Dunston Innovation Centre  
Dunston Road, Chesterfield  
S41 8NG

Our ref: 19/0034

Enquiries to: Building Control

Direct Line: 0333 880 2000

Date: - 03 April 2019

Email : [building.control@bcnconsultancy.co.uk](mailto:building.control@bcnconsultancy.co.uk)

Dear Sir/Madam

**Re: Street Naming and Numbering**

I enclose herewith a site location plan for a new unit

The address is:-

33 Stubley Lane  
Dronfield

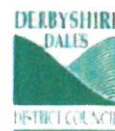
Please add/amend the address on your systems.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Franklin'.

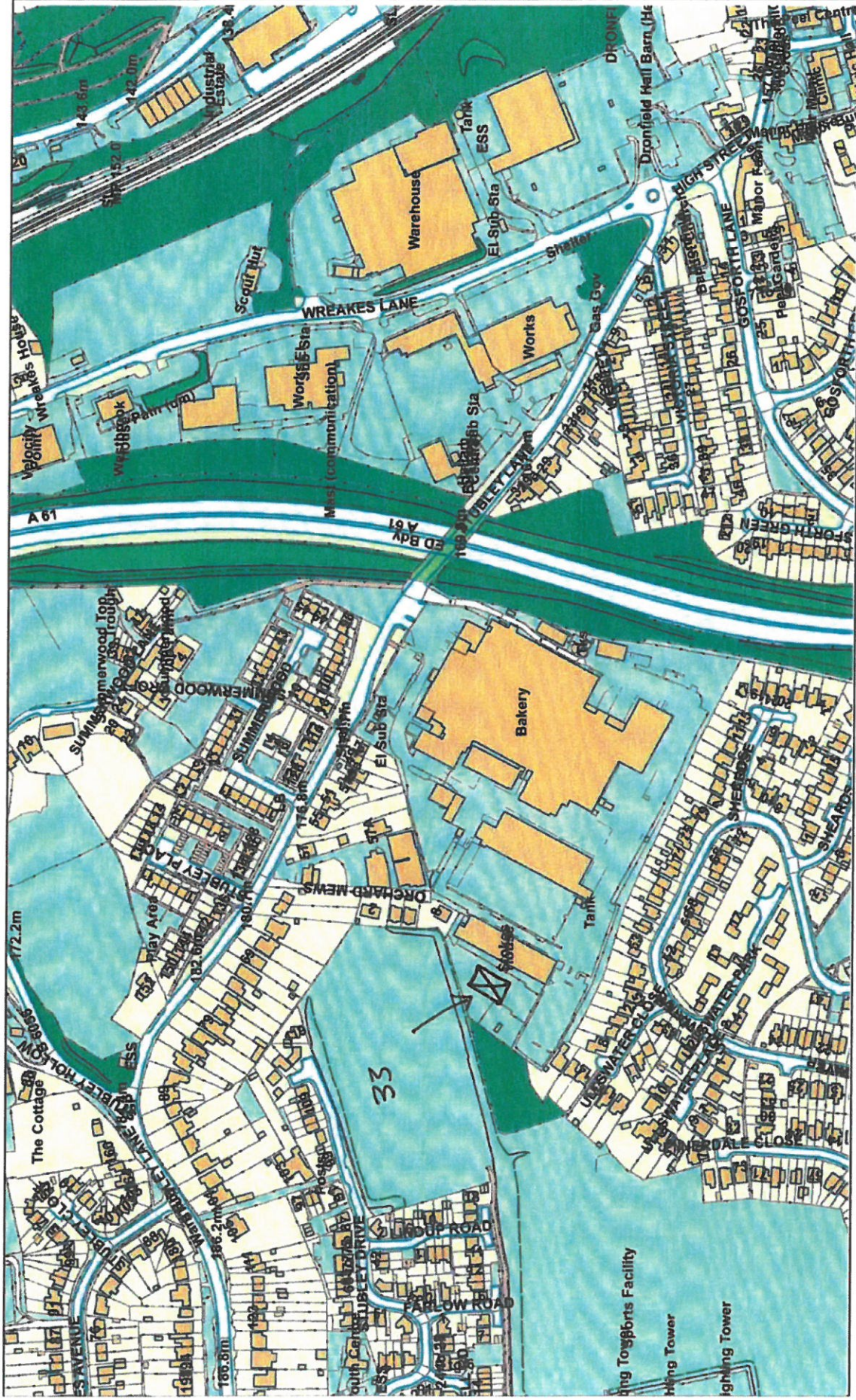
Stuart Franklin  
Senior Building Control Officer

En



33 STUBLEY LANE, DRONFIELD

19/0034



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Date:  
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1:3590



Derbyshire  
Building Control  
Partnership

Dunston Innovation Centre  
Dunston Road, Chesterfield  
S41 8NG

Our ref: 19/0033

Enquiries to: Building Control

Direct Line: 0333 880 2000

Date: - 02 April 2019

Email : [building.control@bcnconsultancy.co.uk](mailto:building.control@bcnconsultancy.co.uk)

Dear Sir/Madam

**Re: Street Naming and Numbering**

I enclose herewith a site location plan for an existing dwelling where 2 properties has been turned into 1.

The previous addresses were:-

2 Cross Lane,  
Dronfield,

2B Cross Lane  
Dronfield

The new address is:-  
2 Cross Lane  
Dronfield

Please remove 2B Cross Lane, Dronfield from all records.

Please add/amend the address on your systems.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Franklin'.

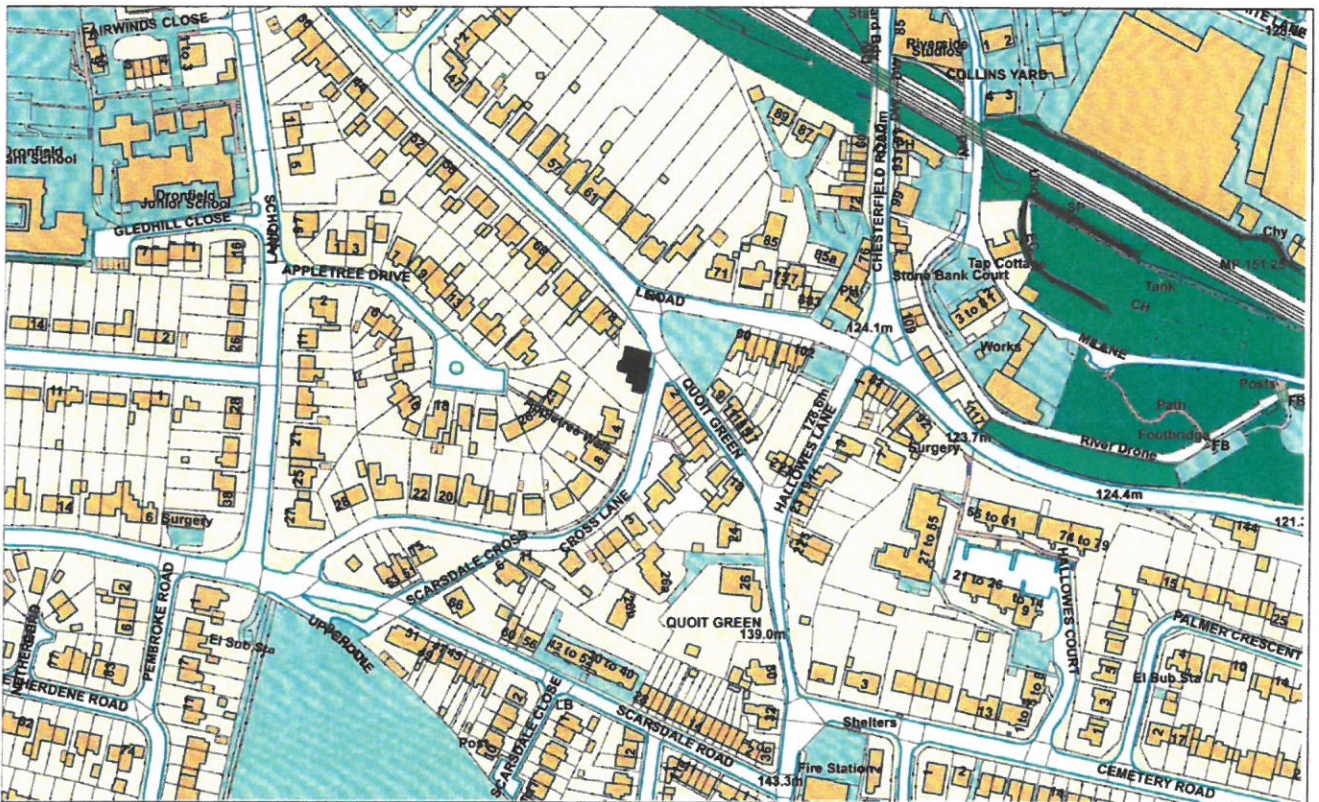
Stuart Franklin  
Senior Building Control Officer  
En





2 CROSS LANE, DRONFIELD

19/0033



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Date: 02 April 2019  
SLA: SLA  
Scale: 1:2128

Agenda Item 22 – Financial Reports

Appendix 13

At : 14:21

## BANK ACCOUNT-NO 1

## List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	BACS B/L Pymnt Page 2346	BACS Pymnt	4,361.91		BACS B/L Pymnt Page 2346
01/03/2019	NEST	DDR	42.72		NEST Pension contribution
01/03/2019	Cathedral Leasing Ltd	ddr	187.20		Nappy Bins - Feb-April
01/03/2019	Public Works Loan Board	ddr2	3,512.50		PWLB Loan Capital/Interest
04/03/2019	O2 Direct Debit	ddr3	12.98		Cemetery Mobile - Line Rental
06/03/2019	Dronfield Badminton Assc.	200113	600.00		Badminton Assoc - Grant Award
06/03/2019	Water Plus	ddr4	69.85		Water - Cem Lodge Dec18-Feb 19
11/03/2019	Gamma Business Communications	ddr10	116.26		Telephone - February
11/03/2019	HSBC Bank Plc	ddr5	84.04		HSBC Electronic bank charges
11/03/2019	HSBC Bank Plc	ddr6	35.65		HSBC Bank Charges - Jan/Feb
11/03/2019	OPUS - 42 Cemetery Road (Lodge	ddr7	379.91		Electric - Cem LodgeJan/Feb
11/03/2019	TALKTALK DIRECTDEBIT	ddr8	27.00		Broadband - Works Unit
11/03/2019	Plusnet PLC	ddr9	52.43		Broadband - Civic Hall March
12/03/2019	O2 Direct Debit	ddr11	34.50		Mobile Phones - Handset Charge
14/03/2019	O2 Direct Debit	ddr12	61.94		Mobile Phone - Calls - Feb 19
14/03/2019	Water Plus	ddr13	29.37		Stonelow Fields Water-Oct-Jan
15/03/2019	BACS Salaries - March	BACS	15,770.93		BACS Salaries - March
18/03/2019	Frama Smart Mailing	ddr14	126.00		Franking Machine -17.4-16.7.19
18/03/2019	FuelGenie	ddr15	407.47		Fuel for Vehicles - February
20/03/2019	Contract Natural Gas Ltd	ddr16	206.52		Gas - Stonelow -Feb
20/03/2019	Contract Natural Gas Ltd	ddr17	509.65		Gas - Gos Lodge - Feb
21/03/2019	NEST	DDR	49.95		NEST Pension March
21/03/2019	IRIS Payroll Solutions Ltd	ddr18	22.85		Auto Enrolment package - Feb
21/03/2019	Spitfire Network Services Ltd	ddr19	39.60		Alram Line Rental - March
21/03/2019	British Gas Trading Ltd	ddr20	596.76		Gas - Civic Hall - February
21/03/2019	O2	DDR	3.75		Mobile phone device plan - Cem
21/03/2019	OPUS - Small Pavillion Stone	ddr	79.51		Electric-Sml Pav S/Low- Feb
21/03/2019	OPUS - Civic Hall	ddr2	548.93		Electric - Civic Hall - Feb
21/03/2019	OPUS - Library Gardens	ddr3	10.78		Electric - Church St - Feb
21/03/2019	OPUS - Unit Callywhite Lane	ddr4	483.14		Electric - Works Unit - Feb
21/03/2019	OPUS - Coal Aston Pavilion	ddr5	22.59		Electric - CAston Pav - Feb
21/03/2019	OPUS - Main Pavillion Stonelow	ddr6	77.48		Electric - S/Low Main Pav -Feb
22/03/2019	Mr Bernard Mc Guinness	600582	640.00		Fabrication x 16 Bench Ends
22/03/2019	Post Office Ltd	ddr	4,507.22		Feb 19 - Tax & NI
22/03/2019	Personnel Advice & Solutions L	ddr	120.00		Personnel Advice - March
25/03/2019	BACS B/L Pymnt Page 2360	BACS Pymnt	49,239.60		BACS B/L Pymnt Page 2360
26/03/2019	BACS B/L Pymnt Page 2350	BACS Pymnt	19,135.14		BACS B/L Pymnt Page 2350
27/03/2019	BACS B/L Pymnt Page 2353	BACS Pymnt	2.73		BACS B/L Pymnt Page 2353
27/03/2019	IDMobile	ddr	5.00		Sim Card for Tablet - March
28/03/2019	OPUS - Cliffe Park	ddr	890.71		Electric - Cliffe Park - Feb
28/03/2019	Westfield Health Direct D	ddr2	37.95		Westfield Deductions - March
28/03/2019	Yorkshire Water	ddr3	1,618.21		S/Low Cricket- Water Sep-Mar
28/03/2019	Yorkshire Water	ddr4	43.95		S/Low Fields Water -Jan-Mar
28/03/2019	Yorkshire Water	ddr5	278.73		Cliffe Park Water-Jan-Mar
29/03/2019	Petty Cash - Office	200114	59.24		Petty Cash - Office chq 200114
31/03/2019	Petty Cash - Works Services	200115	182.01		Petty Cash - Works Services

At : 14:21

**BANK ACCOUNT-NO 1**

**List of Payments made between 01/03/2019 and 31/03/2019**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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		<b>Total Payments</b>	<u>105,324.66</u>		
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List of Purchase Ledger BACS PAYMENTS Entered

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		<b>Supplier : Unite The Union</b>	<b>UNITETHEUN</b>				
15/03/2019	MARCH19	Unite - Deductions correction		2.73	0.00	2.73	0.00
					<b>0.00</b>	<b>2.73</b>	
				Above paid on : 27/03/2019		By BACS No <b>UNITETHEUN</b>	
<b>PAYMENT TOTALS</b>				<b>0.00</b>		<b>2.73</b>	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Unite The Union</b>			<b>UNITETHEUN</b>				
15/03/2019	MAR19	March - Union Deductions		37.95	0.00	37.95	0.00
					<b>0.00</b>	<b>37.95</b>	
Above paid on : 26/03/2019						BACS No <b>UNITETHEUN</b>	
<b>Supplier : Wolseley UK Ltd</b>			<b>WOLSELEY</b>				
05/03/2019	58970073	Bottle Traps for Urinals		50.63	0.00	50.63	0.00
12/03/2019	59150172	Bottle Traps for Urinals		25.56	0.00	25.56	0.00
					<b>0.00</b>	<b>76.19</b>	
Above paid on : 26/03/2019						BACS No <b>WOLSELEY</b>	
<b>PAYMENT TOTALS</b>					<b>0.00</b>	<b>19,135.14</b>	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	325.16	
				Above paid on : 26/03/2019		BACS No LANDSCAPE	
Supplier : Laver Mr Chris			LAVER				
24/03/2019	FEB/MAR	Grave digging - Feb/March		540.00	0.00	540.00	0.00
					0.00	540.00	
				Above paid on : 26/03/2019		BACS No LAVER	
Supplier : Lightwood Sports Groundcare Ltd			LIGHTWOOD				
11/03/2019	2898	March - Grounds maintenance		2,346.00	0.00	2,346.00	0.00
11/03/2019	2899	Football/Bowling - Pitch Maint		2,340.00	0.00	2,340.00	0.00
					0.00	4,686.00	
				Above paid on : 26/03/2019		BACS No LIGHTWOOD	
Supplier : NRC Services Ltd			NRC				
25/03/2019	54428	Boiler Inspection- Cem Lodge		90.00	0.00	90.00	0.00
					0.00	90.00	
				Above paid on : 26/03/2019		BACS No NRC	
Supplier : Andrew Tristram			TRISTRAM				
25/03/2019	REIMBURSE	Planning Applicaiton -Footpath		137.00	0.00	137.00	0.00
					0.00	137.00	
				Above paid on : 26/03/2019		BACS No TRISTRAM	
Supplier : P Turton building & Conservation Ltd			TURTON				
18/03/2019	MARCH2019	Cem Lodge - Slates/Gutters etc		456.00	0.00	456.00	0.00
					0.00	456.00	
				Above paid on : 26/03/2019		BACS No TURTON	
Supplier : Underwood Tree Surgeons Ltd			UNDERWOOD				
12/03/2019	4303	Cemetery -Fell of 5 x Conifers		1,908.00	0.00	1,908.00	0.00
12/03/2019	4307	Cut back tree - C/Park MUGA		864.00	0.00	864.00	0.00
12/03/2019	4308	C/Park - Fell of Birch Tree		1,152.00	0.00	1,152.00	0.00
					0.00	3,924.00	
				Above paid on : 26/03/2019		BACS No UNDERWOOD	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : EON</b>			<b>EON</b>				
08/03/2019	FINALBILL	EON-Final inv before Tenancy		3.01	0.00	3.01	0.00
					0.00	<del>3.01</del>	
			Above paid on :	26/03/2019		BACS No EON	
<b>Supplier : ESPO</b>			<b>ESPO</b>				
22/03/2019	5209918	Coloured Mugs / A4 Paper		164.22	0.00	164.22	0.00
					0.00	164.22	
			Above paid on :	26/03/2019		BACS No ESPO	
<b>Supplier : G &amp; L Fletcher</b>			<b>G &amp; L FLET</b>				
31/03/2019	GF/PM/476	Lease - Works Unit - March		1,099.99	0.00	1,099.99	0.00
					0.00	1,099.99	
			Above paid on :	26/03/2019		BACS No G&LFLET	
<b>Supplier : Gary Fletcher (Surfacing) Ltd</b>			<b>GARY</b>				
31/01/2019	5641			237.00	0.00	237.00	0.00
					0.00	237.00	
			Above paid on :	26/03/2019		BACS No GARY	
<b>Supplier : Hopkinson Waste Management Ltd</b>			<b>HOPKINSON</b>				
08/03/2019	69878	Skips - 8yd/12yd - Cemetery		504.00	0.00	504.00	0.00
					0.00	504.00	
			Above paid on :	26/03/2019		BACS No HOPKINSON	
<b>Supplier : Konica Minolta</b>			<b>KONICA</b>				
12/03/2019	1143080803	Copier charges-8.12.18-7.3.19		144.28	0.00	144.28	0.00
					0.00	144.28	
			Above paid on :	26/03/2019		BACS No KONICA	
<b>Supplier : Landscape Supply Company</b>			<b>LANDSCAPE</b>				
05/03/2019	82211	Protective clothing - various		277.18	0.00	277.18	0.00
12/03/2019	82352	Strimmer - Safety cord		47.98	0.00	47.98	0.00



List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Arden Winch &amp; Co Ltd</b>			<b>ARDEN</b>				
13/03/2019	571138	Janitorial/cleaning items-var		552.24	0.00	552.24	0.00
					<b>0.00</b>	<b>552.24</b>	
			Above paid on :	26/03/2019		BACS No ARDEN	
<b>Supplier : Broadfield Mowers Ltd</b>			<b>BROADFIELD</b>				
05/03/2019	48046	Sithl Hedge Trimmer		468.00	0.00	468.00	0.00
					<b>0.00</b>	<b>468.00</b>	
			Above paid on :	26/03/2019		BACS No BROADFIELD	
<b>Supplier : Coal Aston Village Hall</b>			<b>COALASTON</b>				
06/03/2019	JAN-MAR	CAVH Car Park electric Jan-Mar		122.29	0.00	122.29	0.00
					<b>0.00</b>	<b>122.29</b>	
			Above paid on :	26/03/2019		BACS No COALASTON	
<b>Supplier : DCC Superannuation Fund</b>			<b>DCCSUPER</b>				
15/03/2019	MARCH2019	Superann - March 2019		5,401.23	0.00	5,401.23	0.00
					<b>0.00</b>	<b>5,401.23</b>	
			Above paid on :	26/03/2019		BACS No DCCSUPER	
<b>Supplier : Driveout Site Services Ltd</b>			<b>DRIVEOUT</b>				
21/03/2019	2131	removal of ladybirds-Cem Lodge		78.00	0.00	78.00	0.00
					<b>0.00</b>	<b>78.00</b>	
			Above paid on :	26/03/2019		BACS No DRIVEOUT	
<b>Supplier : Dronfield Equipment Hire Ltd</b>			<b>DRONEQUIP</b>				
26/03/2019	160754	Powder free gloves x 10 boxes		72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>72.00</b>	
			Above paid on :	26/03/2019		BACS No DRONEQUIP	
<b>Supplier : Alfred Dunham &amp; Son Ltd</b>			<b>DUNHAM</b>				
22/03/2019	245041	Timber - Fence Lucas Gdns		16.58	0.00	16.58	0.00
					<b>0.00</b>	<b>16.58</b>	
			Above paid on :	26/03/2019		BACS No DUNHAM	

**List of Purchase Ledger BACS PAYMENTS Entered**

Ledger : 1

Month : 12

**Linked to Cash Book : 1**

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		<b>Supplier : Metro (Dronfield) Limited</b>	<b>MATRIX</b>				
01/03/2019	34	<i>Civic Hall Rent- 25th Mar-Jun</i>		49,239.60	0.00	49,239.60	0.00
					<b>0.00</b>	<b>49,239.60</b>	
				Above paid on : 25/03/2019		By BACS No <b>MATRIX</b>	
<b>PAYMENT TOTALS</b>					<b>0.00</b>	<b>49,239.60</b>	

## List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Victory Industrial Co Ltd</b>			<b>VICTORY</b>				
01/02/2019	FEB19	Window Cleaning - Civic Hall		36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
			Above paid on :	01/03/2019		BACS No	VICTORY
<b>Supplier : Viking Direct</b>			<b>VIKING</b>				
21/02/2019	23733	Cartridges/Leverarch/dividers		112.60	0.00	112.60	0.00
					<b>0.00</b>	<b>112.60</b>	
			Above paid on :	01/03/2019		BACS No	VIKING
<b>Supplier : Wolseley UK Ltd</b>			<b>WOLSELEY</b>				
19/02/2019	58639276	2 x Taps/Pipework- Cliffe Park		49.78	0.00	49.78	0.00
					<b>0.00</b>	<b>49.78</b>	
			Above paid on :	01/03/2019		BACS No	WOLSELEY
<b>PAYMENT TOTALS</b>				<b>0.00</b>		<b>4,361.91</b>	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : G &amp; L Fletcher</b>			<b>G &amp; L FLET</b>				
28/02/2019	GF/P/470	Lease of Works unit - Feb		1,099.99	0.00	1,099.99	0.00
					0.00	1,099.99	
				Above paid on : 01/03/2019		BACS No G&LFLET	
<b>Supplier : Landscape Supply Company</b>			<b>LANDSCAPE</b>				
26/02/2019	82038	Waterproof Safety Boots x 6		179.93	0.00	179.93	0.00
					0.00	179.93	
				Above paid on : 01/03/2019		BACS No LANDSCAPE	
<b>Supplier : North East Derbyshire District Council</b>			<b>NEDDCNORMA</b>				
01/03/2019	32331548	Council Tax Cem Lodge to 21Feb		218.52	0.00	218.52	0.00
					0.00	218.52	
				Above paid on : 01/03/2019		BACS No NEDDCNORM	
<b>Supplier : Road &amp; Rally</b>			<b>ROADRALLY</b>				
27/02/2019	3/117107	2 x Wiper Blades for vehicle		21.67	0.00	21.67	0.00
					0.00	21.67	
				Above paid on : 01/03/2019		BACS No ROADRALLY	
<b>Supplier : Sue Ross Recruitment</b>			<b>ROSS</b>				
15/02/2019	22277	Office Temp - W/E 15th Feb		327.36	0.00	327.36	0.00
					0.00	327.36	
				Above paid on : 01/03/2019		BACS No ROSS	
<b>Supplier : E D Steel Ltd</b>			<b>STEEL</b>				
20/02/2019	358	Pipe Cutter/Discs/Hozelock etc		59.45	0.00	59.45	0.00
					0.00	59.45	
				Above paid on : 01/03/2019		BACS No STEEL	
<b>Supplier : UCA Consulting</b>			<b>UCA</b>				
19/02/2019	3332	Recruitment Advert 30 days		238.80	0.00	238.80	0.00
					0.00	238.80	
				Above paid on : 01/03/2019		BACS No UCA	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Ace Janitorial Supplies Ltd</b>			<b>ACEJAN</b>				
28/02/2019	563867	Toilet 100m Roll - 3 x Boxes		125.82	0.00	125.82	0.00
					<b>0.00</b>	<b>125.82</b>	
			Above paid on :	01/03/2019		BACS No	<b>ACEJAN</b>
<b>Supplier : Mr A Kirk</b>			<b>ALANKIRK</b>				
22/02/2019	042	Call Out & Microphone Repairs		96.00	0.00	96.00	0.00
					<b>0.00</b>	<b>96.00</b>	
			Above paid on :	01/03/2019		BACS No	<b>ALANKIRK</b>
<b>Supplier : Broadfield Mowers Ltd</b>			<b>BROADFIELD</b>				
08/02/2019	047633	Magnus Leaf Blower BR600		430.00	0.00	430.00	0.00
					<b>0.00</b>	<b>430.00</b>	
			Above paid on :	01/03/2019		BACS No	<b>BROADFIELD</b>
<b>Supplier : Catershield Services Ltd</b>			<b>CATER</b>				
28/02/2019	8600	Repair civic drinks boiler		111.83	0.00	111.83	0.00
					<b>0.00</b>	<b>111.83</b>	
			Above paid on :	01/03/2019		BACS No	<b>CATER</b>
<b>Supplier : Derbyshire County Council</b>			<b>DCC</b>				
21/02/2019	10002018180010	Lundy - Street Light Repairs		292.04	0.00	292.04	0.00
					<b>0.00</b>	<b>292.04</b>	
			Above paid on :	01/03/2019		BACS No	<b>DCC</b>
<b>Supplier : Dronfield Equipment Hire Ltd</b>			<b>DRONEQUIP</b>				
19/02/2019	160725	Hi vis Cargo Trousers x 7		157.50	0.00	157.50	0.00
					<b>0.00</b>	<b>157.50</b>	
			Above paid on :	01/03/2019		BACS No	<b>DRONEQUIP</b>
<b>Supplier : EON</b>			<b>EON</b>				
22/02/2019	015949471140	Cem Lodge Electric/Gas Nov-Feb		804.62	0.00	804.62	0.00
					<b>0.00</b>	<b>804.62</b>	
			Above paid on :	01/03/2019		BACS No	<b>EON</b>

At : 14:21

**BANK ACCOUNT-NO 1****Cash Received between 01/03/2019 and 31/03/2019**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/03/2019	Sales Recpts Page 3910		Sales Recpts Page 3910	1,820.00
05/03/2019	Sales Recpts Page 3902		Sales Recpts Page 3902	397.42
05/03/2019	Sales Recpts Page 3903		Sales Recpts Page 3903	193.00
05/03/2019	Sales Recpts Page 3905		Sales Recpts Page 3905	66.50
05/03/2019	Sales Recpts Page 3906		Sales Recpts Page 3906	445.00
05/03/2019	Sales Recpts Page 3908		Sales Recpts Page 3908	304.20
06/03/2019	Derbyshire County Council	bacs	Dronfield Jnr School payment	55.00
07/03/2019	Sales Recpts Page 3907		Sales Recpts Page 3907	23.00
08/03/2019	Sales Recpts Page 3909		Sales Recpts Page 3909	30.00
08/03/2019	Sales Recpts Page 3924		Sales Recpts Page 3924	1,000.00
10/03/2019	Sales Recpts Page 3921		Sales Recpts Page 3921	50.00
11/03/2019	Sales Recpts Page 3913		Sales Recpts Page 3913	32.82
12/03/2019	M Ward	bacs	Gala Stall Payment	35.00
14/03/2019	Sales Recpts Page 3928		Sales Recpts Page 3928	310.00
15/03/2019	Mr Giles	cash	Market 21.2.19 & 7.3.19	92.50
15/03/2019	Sales Recpts Page 3912		Sales Recpts Page 3912	2,144.68
18/03/2019	Sales Recpts Page 3918		Sales Recpts Page 3918	191.70
18/03/2019	Sales Recpts Page 3920		Sales Recpts Page 3920	304.20
18/03/2019	Sales Recpts Page 3922		Sales Recpts Page 3922	143.24
19/03/2019	Sales Recpts Page 3917		Sales Recpts Page 3917	36.50
19/03/2019	Sales Recpts Page 3919		Sales Recpts Page 3919	304.20
19/03/2019	Sales Recpts Page 3927		Sales Recpts Page 3927	515.00
20/03/2019	Northern Powergrid	chq	Wayleave	2.30
20/03/2019	Sales Recpts Page 3916		Sales Recpts Page 3916	23.00
21/03/2019	C Pashley	Refund	Refund DTC5887 - Cancelled	-225.72
21/03/2019	Sales Recpts Page 3915		Sales Recpts Page 3915	304.20
22/03/2019	Mr Giles	cash	Market Rent 14 & 21.3.19	92.50
24/03/2019	Sales Recpts Page 3934		Sales Recpts Page 3934	100.00
24/03/2019	Sales Recpts Page 3940		Sales Recpts Page 3940	4.40
25/03/2019	Sales Recpts Page 3932		Sales Recpts Page 3932	65.00
25/03/2019	Sales Recpts Page 3933		Sales Recpts Page 3933	9.90
25/03/2019	The Jewel Box - S Barker	bacs	Gala Stall	15.00
26/03/2019	Sales Recpts Page 3931		Sales Recpts Page 3931	62.40

At : 14:21

**BANK ACCOUNT-NO 1****Cash Received between 01/03/2019 and 31/03/2019**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/03/2019	Sales Recpts Page 3938		Sales Recpts Page 3938	23.00
28/03/2019	Sales Recpts Page 3925		Sales Recpts Page 3925	1,449.00
28/03/2019	Sales Recpts Page 3935		Sales Recpts Page 3935	79.94
28/03/2019	Sales Recpts Page 3936		Sales Recpts Page 3936	60.60
28/03/2019	Sales Recpts Page 3937		Sales Recpts Page 3937	54.60
28/03/2019	Sales Recpts Page 3939		Sales Recpts Page 3939	50.50
28/03/2019	Saxton Mee	bacs	Cemetery Lodge - Rent/Fees	700.80
29/03/2019	Sales Recpts Page 3929		Sales Recpts Page 3929	510.00
29/03/2019	Sales Recpts Page 3930		Sales Recpts Page 3930	50.50
31/03/2019	Payment amount error - W/off	bacs	Payment amount error - W/off	-0.60
<b>Total Receipts</b>				<b>11,925.28</b>

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**Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 1 BANK ACCOUNT-NO 1**


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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	28/03/2019		696,565.63
			<u>696,565.63</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
17/12/2018 200109 1890 (Dronfield) Sqn ATC		50.00	
22/03/2019 600582 Mr Bernard Mc Guinness		640.00	
26/03/2019 BACS Pymnt BACS B/L Pymnt Page 2350		19,135.14	
27/03/2019 BACS Pymnt BACS B/L Pymnt Page 2353		2.73	
29/03/2019 200114 Petty Cash - Office		59.24	
31/03/2019 200115 Petty Cash - Works Services		182.01	
			<u>20,069.12</u>
			676,496.51
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
28/03/2019		1,449.00	
29/03/2019		510.00	
29/03/2019		50.50	
			<u>2,009.50</u>
			678,506.01
		<b>Balance per Cash Book is :-</b>	<b>678,506.01</b>
		<b>Difference is :-</b>	<b>0.00</b>





# Statement details

Bank reference	Narrative	Customer reference	TRN type	Value date	Credit amount	Debit amount	Balance	Time	Post date
531435551889650 00N102019032882 6604009	MASON S A FP92RE3707682929 /EREF/ DTC6003 - S MASON /REMI/ MASON S A DTC6003 - S MASON VIA MOBILE - L VP / ROC/DTC6003 - S MASON / FPID/53143555188965000N 1020190328826604009	DTC6003 - S MASON	FBP	28 Mar 2019	50.50		696,565.63	00:00	28 Mar 2019
<p style="text-align: center;"><i>balanced to Omega</i></p>									