

FCM/270307/M

FULL COUNCIL MEETING

Tuesday 27th March 2007 at 7.30 pm
In Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

Present: **Chair:** **Ann Thomas**
 Town Councillors: **L Ager, S Brown, E Goody, E McManus, P McManus, T Marks,**
 Mrs Mary Martin, S Martin, E Morton, L Samples and E Trebble

Also present: **Ten members of the public**

MINUTES

1. **Apologies for Absence**
Apologies for absence had been received from Cllrs Fanning, S Martin, Richardson and Warwick.
2. **Declaration of Interests**
Cllrs Goody, Mrs Mary Martin and Thomas declared an interest as members of St Edmundsbury Borough Council. Cllr Marks declared an interest as a Member of Suffolk County Council.
3. **To confirm Minutes of Meeting held 30th January 2007**
The minutes of the meeting held 30th January were agreed as a true record.
4. **To deal with any urgent matters arising from the Minutes not covered by this agenda**
There were no urgent matters arising from the previous meeting.
5. **Inspector Adrian Dawson, Suffolk Police**
Inspector Dawson provided the Council with updated information on levels of crime in the town, which were on target to be below those recorded for 2005/6. Inspector Dawson reported that there were still issues regarding young people, especially on Friday and Saturday evenings, and that he was providing an Officer to project manage activities for that group. Inspector Dawson indicated however that there was a shortage of qualified youth workers willing to work Friday and Saturday evenings to support the activities.

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Inspector Dawson reported that Safer Neighbourhood Teams were being established and the Town Council would be invited to the Official Launch. Each would have email and voicemail contacts and cover the period 8.00 a.m. to midnight.

6. Jonathan Williams, Chief Nurse, Head of Clinical Quality

Mr Williams, a Chief Nurse on the Board of Suffolk PCT gave a presentation on Care About Healthcare, a consultation by Suffolk NHS PCT. Mr Williams stressed the key issues concerning healthcare, and spoke about the opportunity for Councils to help support some health aims, including healthy eating, responsible drinking, and reducing the number of smokers. In response to questions Mr Williams indicated that the PCT had achieved a 15% reduction in management and administration costs. In response to a question Mr Williams indicated that whilst Haverhill had a good health centre and two good Doctor's practices it needed a more equitable distribution of resources in the future compared to other parts of the County. Members agreed that this should be an aspiration for this Council to lobby for. Mr Williams also upheld Place Court as a facility which was the envy of other parts of Suffolk.

7. Tom McConnell, Sudbury Town Partnership

The Town Clerk introduced Mr McConnell, Project Officer for the Sudbury Town Partnership, an independent body established with members from the Councils, businesses and the community as a separate body, able to attract funding from sources unavailable to Councils. Mr McConnell gave a presentation on the benefits brought to Sudbury by an Independent Town Partnership. In the past two years the Sudbury Town Partnership had brought in £120,000 of external funding to support projects in Sudbury, projects which had been identified by the town's Healthcheck. The Council agreed to explore further the creation of an independent Haverhill partnership.

8. John Griffiths, Leader of St Edmundsbury Borough Council

Councillor Griffiths, Leader of St Edmundsbury Borough Council, spoke about St Edmundsbury's commitment to Haverhill, citing the Tesco development, the Town Hall Car Park extension, Jubilee Walk refurbishment, the Football Scheme, Leisure Centre refurbishment and the cinema/restaurant complex, an investment totaling £21 million, plus a further £500,000 grant aid to Haverhill organizations. The Borough Council was also campaigning to improve the A1307, delivering more affordable homes, and supporting the Town Centre Manager.

Town Council members indicated to Cllr Griffiths that whilst they welcomed the investment, there were occasions when the Town Council was not informed prior to public announcement, were not seen as partners in initiatives in Haverhill (the "Adopt a Street" campaign, which most members had read about in the local paper), and although being able to have representation on the Haverhill Area Working Party did not have voting rights. Members drew Cllr Griffiths' attention to the inappropriate Officer comments regarding the Town Council's response to the cinema/restaurant planning application, and to the poor quality of workmanship in Jubilee Walk.

Cllr Griffiths indicated he would arrange for the Town Council to receive all Borough Council Press Releases for Haverhill, and that whilst he understood the paving in Jubilee Walk was not complete he would raise the concerns over the quality of the work.

The meeting was adjourned for the Public Forum

A member of the public complained about the litter in Queensway near the shop. The Mayor indicated that a litter bin, to be sited nearer the shop, was being provided by St Edmundsbury Borough Council.

A member of the public criticized St Edmundsbury Borough Council for not planting more substantial trees which would be more resistant to vandalism.

A member of the public complained of the litter and vandalism, particularly on the Strasburg Square to Samuel Ward School pedestrian route.

A member of the public asked why work had not started on the new pond enhancements. The Mayor reported that excavations were not permitted to start until an archaeologist was on site and the contractor, St Edmundsbury Borough Council, had experienced delays in finding an available archaeologist.

A member of the public indicated that this would be his last question to the Council. He expressed his regret that the Council had failed to convene a public meeting on health issues in the town. He also expressed his regret that the Town Council did not question the Committee reports, but was advised by the Mayor that this was because the work was done in Committee, and that all members had the opportunity to fully understand the decisions.

The meeting was resumed after the Public Forum

9. Adoption of Committee Reports

Planning Committee

The Council agreed the adoption of the minutes of the Planning Committee meetings held 6th February and 6th March 2007.

Leisure & Arts Committee

The Council agreed the adoption of the minutes of Leisure & Arts Committee meeting held 13th March 2007.

10. Report of External auditor for Accounts Year Ended 31st March 2006

To Council noted the comments of the External Auditor.

11. Review of Standing Orders

The Council reviewed and agreed the amended Standing Orders (attached).

12. Review of Financial regulations

The Council reviewed and agreed the amended Financial Regulations (attached).

13. Review of Risks

The Council reviewed the risks pertaining to the Council and the measures taken to reduce those risks and confirmed the actions.

14. Allocation of Reserves

The Council agreed the earmarking of reserves in accordance with the submitted paper (attached).

15. Correspondence

a) St Edmundsbury Borough Council – Lettings Policy Consultation

The Council had no comment to make on the proposed revision to the lettings policy.

16. To authorise payments

The Council authorised the following cheque lists:-

Date	Cheque No.s	Value
23.01.07	002819 - 002831	£2160.19
30.01.07	002832 - 002838	£381.79
06.02.07	002839 - 002857	£11,613.63
06.02.07	002858 - 002859	£45,021.78
12.02.07	002860	£250.00
13.02.07	002861	£29.49
20.02.07	002862 - 002887	£10,799.78
01.03.07	002888 - 002901	£3357.46

06.03.07	002902 - 002912	£9,573.68
13.03.07	002913 - 002930	£36,519.81

17. To receive urgent correspondence

There were no items of urgent correspondence.

Cllr Mrs Mary Martin proposed, and Cllr Goody seconded, all being in favour that, in accord with Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the next item on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

18. NALC/SLCC Revised Model Contract of Employment – Town and Parish Council Clerks

The Council agreed the newly-agreed national contract, with amendments ensuring parity with existing terms and conditions, and approved its adoption.

19. Closure

The meeting was closed at 10.55 p.m.

STANDING ORDERS

These Standing Orders were revised 27 March 2007

MEETINGS

1. Meetings of the Council shall be held at 7.30pm in the evening unless the Council or the Town Mayor otherwise decides.
2. **The Statutory Annual Meeting (a) in an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on the last Tuesday in May.**
3. **The three other statutory meetings shall be held on the last Tuesday in the months of June, September and March.**
4. *Paragraph not used.*

CHAIR OF MEETING

5. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.

PROPER OFFICER

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Town Clerk:
 - a) To receive declarations of acceptance of office.
 - b) To receive and record notices disclosing pecuniary interests.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Town Council.
 - e) To receive copies of bylaws made by a Borough Council.
 - f) To certify copies of bylaws made by the Town Council.
 - g) To sign and issue summonses to attend meetings of the Council.
 - h) To keep proper records for all Council meetings.
 - i) To provide a minute book for recording the proceedings of community meetings.

In any other case the proper office shall be the person nominated by the Council and, in default of nomination, the Clerk.

QUORUM

7. **Six members shall constitute a quorum at meetings of the Council.**
8. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest falls below the required quorum, the meeting shall be adjourned and the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may fix.

VOTING

9. Members shall vote by show of hands, and the number shall be recorded.

10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving onto the next business.
11.
 - (1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he/she gave an original vote.
 - (2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he/she may not give an original vote in an election for Chair.
 - (3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

ORDER OF BUSINESS

12. At each Annual Town Council Meeting the first business shall be
 - a) To elect a Chair.
 - b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law shall be received.
 - e) To elect a Vice-Chair.
 - f) To appoint representatives to outside bodies.
 - g) To appoint committees and sub-committees.and shall thereafter follow the order set out in Standing Order 14.
13. At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made, or if not then received to decide when they shall be received.
14. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - c) **To deal with business expressly required by statute to be done.**
 - d) To dispose of business, if any, remaining from the last meeting.

- e) To receive such communications as the person presiding may wish to lay before the Council.
 - f) To adjourn for an initial maximum of thirty minutes for a Public Forum
 - g) To answer questions from Councillors.
 - h) To receive and consider reports and minutes of committees.
 - i) To receive and consider reports from officers of the Council.
 - j) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - k) To authorise the sealing of documents.
 - l) If necessary to authorise the signing of orders for payment.
 - m) Any other business specified in the summons.
15. A motion to vary the order of business on the ground of urgency.
- a) May be proposed by the Chair or by any member and if proposed by the Chair, may be put to the vote without being seconded, and
 - b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.
17. The Clerk shall date every notice of resolution or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every resolution or recommendation shall be relevant to some question over which the Council has power or duties which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. Resolutions dealing with the following matters may be moved without notice:
- a) To appoint a Chair of the meeting.
 - b) To correct the Minutes.

- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or an amendment.
- m) To extend the time limit for speeches.
- n) To exclude the public.
- o) To silence or eject from the meeting a member named for misconduct.
- p) To give consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order.

QUESTIONS

- 23. A member may ask the Chair or the Clerk any question concerning the business of the Council, provided the question has been submitted in writing to the Clerk 14 days before the meeting begins.
- 24. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer.
- 27. No Member may submit more than two such questions at any one meeting.

RULES OF DEBATE

- 28. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be recorded and initialled by the Town Clerk.
- 29.
 - a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
 - b) A member when seconding a resolution or amendment may, if he/she then declare his/her intention to do so, reserve his/her speech until a later period of the debate.
 - c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
 - d) No speech by a mover of a resolution shall exceed 5 minutes, and no other speech shall exceed 3 minutes except by consent of the Council.
 - e) An amendment shall be either.
 - i) To leave out words.
 - ii) To leave out words and insert or add others.
 - iii) To insert or add words.
 - f) An amendment shall not have the effect of negating the motion before the Council.

- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:
 - i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question be now put.
 - v) That a member named be not further heard.
 - vi) That a member named do leave the meeting.
 - vii) That the resolution be referred to a committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.

30. A member shall stand when speaking unless permitted by the Chair to sit.

- 31. a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chair.
- c) If two or more members rise, the Chair shall call upon one of them to speak and the others shall resume their seats.
- d) Whenever the Chair rises during a debate all other members shall be seated and silent.

CLOSURE

32. At the end of any speech a member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded the Chair shall put the motion but, in the case of a motion 'to put the question', only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive their right of reply, and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

33. a) **All members must observe the Code of Conduct which was adopted by the Council on 22nd April 2002, a copy of which is annexed to these Standing Orders.**
- b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chair, a member has acted in a manner contrary to that required, the Chair shall express that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes that another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board.**
- d) If either of the motions mentioned in paragraph c) is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

34. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

35. A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

RESCISSION OF PREVIOUS RESOLUTION

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

VOTING ON APPOINTMENTS

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

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

38. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be decided until the Council or committee (as the case may be) has decided whether or not the public shall be excluded.

RESOLUTIONS ON EXPENDITURE

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

EXPENDITURE

40. **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members from:**

Mayor, Chair of Finance Committee, Chair of Planning Committee, Chair of Leisure & Arts Committee, Chair of Community First Committee

SEALING OF DOCUMENTS

41. a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph a) may seal, on behalf of the Council, any document required by law to be issued under seal.

COMMITTEES AND SUB-COMMITTEES

42. The Council shall at the Annual Meeting
- a) appoint standing committees as follows: Finance, Leisure and Arts, Planning, Appeals, Community First, and Personnel. It may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf.
 - b) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
 - c) may appoint persons other than members of the Council to any Committee, and
 - d) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of a committee.
 - e) the membership of the Finance Committee shall be Town Mayor and Chairs of Committees; for all other Committees the membership shall reflect as near as possible the percentage of members affiliated to political parties or groupings

43. The Chair and Vice-Chair ex-officio shall be voting members of every committee
44. The Chair of Finance Committee shall be a non-voting member of any Committee with delegated financial responsibilities.
45. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair, who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
46. The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
47. Every committee may appoint sub-committees for purposes to be specified by the committee.
48. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
49. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall not be less than 3 of its members.
50. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

ADVISORY COMMITTEES

51.
 - 1) There may be advisory committees, whose name, and number of members, and the bodies to be invited to nominate members shall be decided by the council.
 - 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
 - 3) An advisory committee may make recommendations and give notice thereof to the Council.
 - 4) An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

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

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

54. A member who has proposed a resolution which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
55. Any member may attend and speak, but not vote, at any Committee (except Personnel if a Member of the Appeals Committee), for which they are not a member.

ACCOUNTS AND FINANCIAL STATEMENT

56. a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Chair or Vice-Chair of the Council.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
57. The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis for a year to 31st March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of June.

ESTIMATES

58. a) The Council shall approve written estimates for the coming financial year at its meeting in the month of January.
- b) Any committee desiring to incur expenditure shall, not later than 14 working days before the end of November, give to the Clerk a written estimate of the expenditure recommended for the coming year.

INTERESTS

59. **If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 22nd April 2002 then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of such interest.**
60. **If a member who has declared a personal interest then considers the interest to be prejudicial, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.**
61. **The Clerk may be required to compile and hold a Register of Member's Interests, or a copy in accordance with agreement reached with the Monitoring Officer of the Responsible Authority.**
62. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be

disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

63. The Clerk shall make known the purpose of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

64. a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing order to every candidate.
- b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
65. Standing Orders Nos. 62 and 64 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

66. A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
67. **All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

UNAUTHORISED ACTIVITIES

68. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council
- a) Inspect any lands or premises which the council has a right or duty to inspect; or
- b) issue orders, instructions or directions;

unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

69. **The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude** the public and press by means of the following resolution, viz:

'That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw'.

70. The Council Committee or sub-committee shall state the special reason for exclusion.

71. At all meetings of the Council, the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting for an initial maximum of thirty minutes so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
72. During the period of this adjournment only the Chair of the meeting, and those Members specifically invited to do so by the Chair, may respond to the question..
73. Members of the public may ask one question, and not ask a further question until all those wishing to speak have had an opportunity to do so. If time remains then each member of the public will have the opportunity to ask one further question, and so on, until the time permitted is exhausted.
74. Members of the public are permitted a maximum of two minutes to pose their question on each occasion.
75. At the conclusion of the thirty minutes, if questions remain on matters that are in the control of the Town Council, or matters that the Town Council may influence, or matters otherwise affecting the Town, the Chair of the meeting may resolve that the time permitted for the Public Forum be extended. If seconded, and supported by a majority, the time for the Public Forum may be extended accordingly.
76. Members of the public wishing to receive a more detailed response than that available at the meeting may leave their names and addresses with the Clerk, for a response to be mailed to them at a later date.
77. The Clerk shall afford to the press reasonable facilities or taking their report of any proceedings at which they are entitled to be present. There shall be no video or audio recording or photographs of the meeting without the express approval of the Council.
78. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

CONFIDENTIAL BUSINESS

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

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

80. A notice of meeting shall be sent together with an invitation to attend to the County Councillor for the division and to the Borough Councillor or Councillors for the appropriate ward if members desire.
81. *This paragraph not used.*

FINANCIAL MATTERS

82. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:-
- a) the accounting records and systems of internal control
 - b) the assessment and management of risks faced by the Council
 - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually
 - d) the financial reporting requirements of members and local electors and
 - e) procurement policies (subject to 83 below) including the setting of values for different procedures where the contract has an estimated value less than £5,000
83. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £5,000 shall be procured on the basis of a formal tender as summarised below:-
- (i) the Clerk shall invite tenders from at least three firms, such firms to be taken from the appropriate approved list.
 - (ii) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - (iii) Every exception made by a committee to which the power of making contracts has been delegated shall be reported to the council and the report shall specify the emergency by which the exception shall have been justified.
 - (iv) 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 and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - (v) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or the properly authorised deputy in the presence of at least one member of the council.
 - (vi) If less than three tenders are received for contracts valued above £5,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
84. The council shall not be obliged to accept the lowest or any tender.

CODE OF CONDUCT ON COMPLAINTS

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

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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

STANDING ORDERS TO BE GIVEN TO MEMBERS

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

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 25th March 2003 and last revised 27th March 2007

1. General

- 1.1 These Financial Regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer shall be appointed by Council in May each year.
- 1.3 The Responsible Financial Officer (Responsible Financial Officer) under the policy direction of the Finance Committee shall be responsible for the proper administration of the Council's financial affairs.
- 1.4 The Responsible Financial Officer shall be responsible for the production of financial management information.

2. Annual Estimates

- 2.1 Each Committee shall formulate and submit proposals to the Finance Committee in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than the end of November each year.
- 2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the Responsible Financial Officer.
- 2.3 The Finance Committee shall review the estimates and submit them to the Council not later than the end of January in each financial year and shall recommend the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each member with a copy of the approved estimates.
- 2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the annual Budget or Estimates.

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved Committee budget.
- 3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the Finance Committee or the Council.

- 3.3 The Responsible Financial Officer shall periodically provide the Finance Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.4 The Responsible Financial Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Responsible Financial Officer shall report the action to the appropriate Committee as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance Committee or the Council.
- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Committee concerned are satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and Financial Regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the Responsible Financial Officer as required by the Accounts and Audit Regulations 2003 as amended.
- 4.2 The Responsible Financial Officer shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Council.
- 4.3 The Responsible Financial Officer shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 2003 as amended, or set by the Auditor.
- 4.4 The following principles shall be observed in connection with accounting duties.
 - (a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them.
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.
- 4.5 The Responsible Financial Officer shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other

operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2003 as amended. Any officer or member of the Council shall, if the Responsible Financial Officer or Internal Auditor requires, make available such documents of the Council which appear to the Responsible Financial Officer or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the Responsible Financial Officer or Internal Auditor with such information and explanation as the Responsible Financial Officer or Internal Auditor considers necessary for that purpose.

- 4.6 The Internal Auditor shall carry out the work required by the Responsible Financial Officer, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.7 The Responsible Financial Officer shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 as amended.
- 4.8 The Responsible Financial Officer shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be made by the Responsible Financial Officer and approved by the Finance Committee. They should regularly be reviewed for efficiency.
- 5.2 A schedule of the payment of money shall be prepared by the Responsible Financial Officer and together with the relevant invoices etc. presented to the Council. If the schedule is in order it shall be authorised by a resolution.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two of the following Members:

Mayor, Chair of Finance Committee, Chair of Planning Committee, Chair of Leisure & Arts Committee, Chair of Community First Committee
- 5.4 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. Payment of Accounts

- 6.1 Apart from petty cash payments all payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payments shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

- 6.3 Duly certified invoices shall be passed to the Responsible Financial Officer who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. The Responsible Financial Officer shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4 All duly certified invoices will then be entered on the schedule referred to in 5.2 above.
- 6.5 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 Responsible Financial Officer certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.6 The Responsible Financial Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Responsible Financial Officer with a claim for reimbursement:
- (a) The Responsible Financial Officer shall maintain a petty cash float to a limit of £200 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 the payment of money presented to the Finance Committee (under 5.2 above).

7. Payment of Salaries and Wages

- 7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 All time sheets shall be certified as to accuracy by or on behalf of the Responsible Financial Officer.
- 7.4 If required an Imprest account may be operated by the Responsible Financial Officer to ensure timely payment of wages and salaries.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated by the Responsible Financial Officer in the name of the Council, and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the Finance Committee at the earliest opportunity.

- 8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 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.
- 8.5 All investments certificates and other documents relating thereto shall be retained in the custody of the Responsible Financial Officer.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Responsible Financial Officer.
- 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 Responsible Financial Officer and the Responsible Financial Officer shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Responsible Financial Officer.
- 9.4 Any sums found to be irrecoverable and any bad debts 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 Responsible Financial Officer. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Responsible Financial Officer considers necessary.
- 9.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 9.7 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer.
- 9.8 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.9 The Responsible Financial Officer 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.
- 9.10 Where any significant sums of cash are regularly received by the Council, the Responsible Financial Officer 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.

10. Orders for Work, Goods and Services

- 10.1 An officer 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 e.g. petty cash purchases. Copies of orders issued shall be maintained.
- 10.2 Order books shall be controlled by the Responsible Financial Officer.
- 10.3 All members and Officers are responsible for obtaining value for money as all times. An officer issuing an official order is to 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 (I) below.
- 10.4 The Responsible Financial Officer 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 Responsible Financial Officer 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 the contracts are laid down in the Council's standing orders as follows:
 - (a) Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these standing orders shall not apply to contracts which relate to items (i) to (v) 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 extension of an existing contract by the Council
 - (v) For goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
 - (b) Where it is intended to enter into a contract:
 - (ii) Exceeding £5,000 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 Responsible Financial Officer shall invite tenders from at least three firms, such firms to be taken from the appropriate approved list.
 - (iii) For expenditures of £5,000 or less in value the Chair of the spending Committee or his/her appointed vice Chair together with the Responsible Financial Officer or duly authorised deputy shall have executive power.

- (c) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Every exception made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Responsible Financial Officer 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 Responsible Financial Officer and the last date by which such tenders should reach the Responsible Financial Officer in the ordinary course of post. Each tendering firm shall be supplied with a specially 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 Responsible Financial Officer or the properly authorised deputy in the presence of at least one member of the Council.
- (g) If less than three tenders are received for contracts valued above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this standing order shall contain a statement of the effect of standing order No. 64.
- (i) The Council shall not be obliged to accept the lowest or any tender.

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 Responsible Financial Officer 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 Responsible Financial Officer shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate Committee.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Responsible Financial Officer in writing, the appropriate Committee 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 must be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as regard quality at the time delivery is made.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.4 The Responsible Financial Officer shall be responsible for an annual check of all stocks and stores.

14. Properties and Estates

- 14.1 The Responsible Financial Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Responsible Financial Officer shall ensure a record is maintained of all properties owned 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 regulation 4(3)(b) of the Accounts and Audit Regulations 2003 as amended.
- 14.2 No property shall be 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 £50.

15. Insurance

- 15.1 Following an annual risk assessment, the Responsible Financial Officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 All employees shall give prompt notification to the Responsible Financial Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Responsible Financial Officer 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 Responsible Financial Officer 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 employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

- 16.1 Where the Council is sole trustee of a Charitable body the Clerk and Responsible Financial Officer 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 Responsible Financial Officer 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 Clerk with the Responsible Financial Officer shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity the Clerk and Responsible Financial Officer shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

18. Revision of Financial Regulations

18.1 It shall be the duty of the Finance Committee to review the Financial Regulations of the Council from time to time and to make such recommendations to the Council as the Committee considers are required.

Earmarking of Reserves

The Town Council has already agreed, as part of its budget-setting process to earmark the following items at the end of this current financial year:-

Long-term Maintenance Provision	- £31,300*
Christmas Lights	- £ 500
Staffing Reserve	- £20,759 ¹
Directory	- £ 5,000
Election Reserve	- £11,000
Town Signs	- £ 4,500
Town Centre Development	- £20,000
	<u>£93,059</u>

In addition Arts & Leisure Committee have recommended to Finance Committee that the sum of £10,000 be earmarked from General Reserves to a Reserve towards a Play Area Project.

Permission is sought to further earmark the following:-

Multiarts Project	- £11,000 ²
Arts & Leisure Marketing Development	- £ 1,000 ³
Community First Youth Projects	- £ 3,600 ⁴
Arts Centre Website Maintenance	- £ 1,000 ⁵

This will give a total of £119,659 earmarked reserves.

In addition to the above earmarked reserves it was forecast that there would be £71,893 general reserves. This is currently on forecast to be achieved.

Notes: * Originally forecast to be £40,000, but £5,200 agreed spend during 2006/7 towards replacement I.T. provision, and £3,500 on urgent replacement of sound desk.

- 1 Originally forecast to be £27,647 but £6,888 agreed spend on early retirement.
- 2 Multiarts Project with Signals Media commenced later than expected
- 3 Required for second stage development of rural marketing initiative
- 4 Required to assist delivery of "diversionary
- 5 Required to enhance "readability" of website