

Agenda Item	Supporting document
1	Supporting statements for the position of Council Chair.
2	Declaration of Acceptance of Office for Council Chair.
3	Supporting statements for the position of Council Vice Chair.
4	Declaration of Acceptance of Office for Councillors.
8	Report on General Power of Competence.
9	Report on Committees, Delegation & Terms of Reference.
10	Council Policy, Procedures & Subscriptions.
11	Report on arrangements for: insurance, meetings, and employment of staff.
12	Report on land and assets.
13	Report on Representatives on outside bodies.
14	List of Direct Debits & regular payments.
18	Report of proposed event to mark 80 years since the end of the Second World War.
20	Letter from Comber's Trust on reappointment of a Representative Trustee.

Lindfield Parish Council
Applications for Council Chair 2025/26

Application one

Name:	Trevor Webster
Have you obtained a proposer and seconder?	Yes
Supporting statement.	
<p>I support and value the village environment that this council has supported through its governance and activities over the years.</p> <p>Equally, I recognise that through devolution, planning reforms, stronger resident expectation and advancements in new technology that times are changing.</p> <p>It can feel uncomfortable at times, but my concern is that if we do not meet these new challenges in a positive, engaging and constructive way then our relevance to residents would diminish.</p> <p>We must protect our governance, but it's now very important that we recognise the need to challenge/tweak some of the ways that we do things supported by technology and keeping the residents at the heart of everything that we do.</p> <p>Our village plan ambitiously pledges to address newer concerns such as climate change and the well-being of the community along with traditional objectives so there are a wide range of issues for us to move forward on.</p> <p>Budgets are always a challenge but keeping the village plan and what residents value in mind we will need to prioritise.</p> <p>Equally to achieve our aims, it's important that all of us feel able to contribute.</p> <p>A project that we have started that I am keen to see progress is for us to have a profile that reaches out to all ages in the village on issues relevant to them using different communication channels.</p> <p>Lindfield also has a vibrant number of local groups/societies, and our relationship is valuable and we should continue to work closely with them.</p>	

DECLARATION OF ACCEPTANCE OF OFFICE

I,, having been elected to the office of Chair of Lindfield Parish Council, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Lindfield Parish Council in the performance of my functions in that office.

Date: 22 May 2025

Signed:

This declaration was made and signed before me,

Signed:

Proper Officer of the Council of the
Parish of Lindfield

Lindfield Parish Council
Applications for Council Vice Chair 2025/26

Application 1

Name:	Amy Beecroft
Have you obtained a proposer and seconder?	Yes
Supporting statement. I am keen to continue to contribute to the council and its future direction. I would aim to be supportive and encouraging vice to the Chair and am keen to keep a woman in a leadership role within the council. Having led F&GP for the last 18 months, I think I have been balanced and efficient when dealing with the tasks in front of the committee and helped to advance the running of that committee. As a chartered accountant, I feel I have provided useful support to the office with regards to finance matters. And hope the task management skills I need for work are transferable to my role with the council. I have also taken part in the offered Chairs Training to get a better understanding of these roles. As the make-up of our village continues to change, I feel I give a useful perspective to our council discussions and direction.	

DECLARATION OF ACCEPTANCE OF OFFICE

I,, having been elected to the office of Member of Lindfield Parish Council, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Lindfield Parish Council.

Dated:

Signed:

This declaration was made and signed before me,

Signed:

Proper Officer of the Council of
the Parish of Lindfield

Committee	Full Council
Date	22.05.2024
Item	8

Report:	THE GENERAL POWER OF COMPETENCE
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1. BACKGROUND

- 1.1 Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a parish council has the power (under a specified statute) to undertake that activity.
- 1.2 Parish councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.
- 1.3 Despite the wide range of powers, councils are always at risk of being challenged, especially if they undertake an unusual activity.
- 1.4 In consequence, the Government included a "general power of competence" in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. LEGISLATIVE BACKGROUND

- 2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that:
"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".
- 2.2 Under the new legislation, eligible councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is "yes", then a council is normally permitted to act in the same way.

3. TYPES OF ACTIVITIES

- 3.1 Although the Government has given scant guidance on operation of the new power, some new activities covered by the legislation include:
 - Running a community shop or post office
 - Lend or invest money
 - Establish a company or co-operative society to trade and engage in commercial activity
 - Establishing a company to provide services such as local transport
 - Providing grants to individuals.
- 3.2 The power is not restricted to use within the authority boundary - an eligible council can use it anywhere.

4. RESTRICTIONS AND RISKS

- 4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.
- 4.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply

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with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

- 4.3** If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible councils may assist. The eligible council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the council can assist.
- 4.4** Whist councils are encouraged to be innovative, they should be aware of the risks of:
- Being challenged
 - Their trading activities damaging other local enterprises
 - Damage to the council's reputation and public money if a project or investment goes wrong.

5. LOCAL GOVERNMENT ACT 1972 (s137)

- 5.1** Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

- 5.2** A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

6. ELIGIBILITY

- 6.1** The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

- 1. Resolution:** the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- 2. Electoral mandate:** at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
- 3. Qualified clerk:** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration)

- 6.2** Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the council to confirm that it still meets the criteria (if it does). A ‘relevant’ annual meeting is the annual meeting of the council after the next ordinary election has taken place

- 6.3** In consequence, eligibility remains in place until the ‘relevant’ annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next ‘relevant’ meeting.

- 6.4** There is no requirement for members to be trained in the general power of competence.

- 6.5** Lindfield Parish Council satisfies all the conditions as:

- 1.** All twelve Councillors have been elected
- 2.** The Clerks of the Council both hold the Certificate in Local Council Administration (CiLCA)

7. RECOMMENDATION

It is recommended that the members consider this report and pass the following resolution:

“Lindfield Parish Council resolves that, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils

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(General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

Andrew Funnell
Parish Clerk
Lindfield Parish Council

14 May 2025

Lindfield Parish Council

Committee Meeting:	Full Council
Item	9
Report of:	Parish Clerk
Meeting Date:	22 May 2025
Subject:	Report on Committees, Delegation & Terms of Reference

Purpose of Report:

1. To make decisions regarding delegation to committees and officers, committee membership and supporting terms of reference.

Summary:

2. To review and confirm the delegation arrangements to committees and officers, to appoint committees and review their terms of reference.

Recommendation(s):

Full Council is asked to:

- a. **Confirm the delegated authority arrangements for committees and officers and the terms of reference (appendix 1)**
- b. **Confirm the committee memberships as set out in section 4, having regard to the comments regarding Council Chair, Vice Chair and F&GP.**

Background:

3. At Full Council in 2023/2024, it was agreed to implement policies on the appointments of Chairs & Committees. Earlier this year, the Clerk emailed all members the timeline for this process. Members were asked to complete a survey on committee preferences and provide any reasons for their choices.

Members preferences

4. Eleven members have responded to the survey. Committee membership using first and second preferences only would be as follows:

Environment & Amenities (E&A) (9 members):

Blunden, Burns, Grace, Matthews, Nisbett, Picket, Upton, Wood & Woolley

Finance & General Purposes (F&GP) (5 members):

Beecroft, Blunden, Grace, Picket, & Webster.

Planning, Traffic and Transport (PT&T) (7 members):

Beecroft, Burns, Matthews, Nisbett, Upton, Webster, & Woolley

Historically, the Council Chair and Vice Chair have served on all three committees. There is no current legal or policy requirement for this, though.

NOTE - Cllr Upton, who will not be present at the meeting, has advised that she would be willing to serve on all three committees if required.

Appendices

- 1 Schemes of delegations and terms of reference.
- 2 Committee preferences, including comments.

LINDFIELD PARISH COUNCIL

SCHEME OF DELEGATION

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972

S. 101 Arrangements for discharge of function by local authorities

- (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:
 - (a) by a Committee, a sub-Committee or an officer of the authority, or
 - (b) by any other local authority
- (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
- (4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
- (5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- (6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Lindfield Parish Council has delegated its powers and the authority to spend.

Council

Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (*within one month of receipt*).
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Determination and review of the Bank Mandate
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings) || Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- The making, amending or revoking of bye-laws
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process

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Proper Officer

The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post. In the absence of the Clerk, the full authority of the Proper Officer passes to the Deputy Clerk.

Additionally, the Clerk may delegate to the Deputy Clerk, or other staff member if appropriate, to undertake functions delegated to the Proper Officer. Delegated actions of the Clerk or other officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman
- Sign notices or other documents on behalf of the Council
- Receive and hold copies of byelaws made by a principal local authority which affect the Council's area
- Receive and retain plans, notices and documents
- Certify copies of byelaws made by the Council

In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website
- Making arrangements for the maintenance of the office IT system.
- Co-ordinating the production of the Council's newsletters
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- In the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk);
- Making arrangements for the routine maintenance of the Parish Office
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Parish Office or other Council premises (subject to the council's standing orders and financial regulations.)
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or committee chairman as appropriate to the circumstances)
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements to pay salaries/wages and expenses to all employees of the Council (subject to the Council's financial regulations);
- Making arrangements for Christmas Festival Night, in consultation with the Working Group.
- Dealing with day to day matters in relation to the allotments function, in accordance with any policies and decisions of the Environment and Amenities Committee or full Council to include issuing Allotment Tenancy Agreements and making arrangements for collecting the annual rents.
- Authorising routine recurring expenditure within the agreed budget
- Authorising payment for items below £1,000 in consultation with the Chairman of Council or the Chairman of the appropriate Committee (Fin Regs 4.1)
- Emergency expenditure up to £1,000 whether or not there is budgetary provision for the expenditure (Fin Regs 4.5)

When the Council delegates a specific task or function to the Proper Officer, the action taken must be reported to the next Council meeting

LINDFIELD PARISH COUNCIL

Responsible Financial Officer (RFO)

The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post.

Committees

All Committees are authorised to:

- Elect a chairman from within the membership of that Committee
- Approve the Minutes of the last meeting of the Committee
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- Delegate any of their functions to a Sub Committee or officer of the Council.

COMMITTEE TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

1. Membership and frequency of meetings

A minimum of six places will be available for Members of the Council who will meet in Committee at least every two months.

2. Terms of Reference

- To co-ordinate, in consultation with the Chairman of the Committees of the Council, the Chairman of the Council, the Parish Clerk and the RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- To monitor expenditure and ensure that the Council receives reports at each of its meetings on the progress of actual expenditure compared with budget.
- To prepare the accounts of the Council and arrange for their annual external audit.
- To be responsible for overseeing the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
- To conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures.
- To arrange for annual review of the Council's insurance policies and to oversee the procedure for risk assessment of all the Council's activities.
- To advise the Council on all aspects of finance and financial policy, including the investment of both operating and capital balances and any transfers into and out of the capital fund.
- To review from time to time the Council's banking arrangements and make recommendations to the Council when necessary
- To approve, on behalf of the Council, the transfer of funds from and to particular budget items where the Chairman of the Committee is satisfied that the transfer of funds must take place before the next meeting of the Council. Such urgent transfers of funds must be agreed by the Chairman or Vice Chairman of the Committee affected by the transfer and by the Chairman or Vice Chairman of Council.
- To review the Council's Financial Regulations annually
- To draw up and periodically review a procedure for the making of grants and donations and to consider and make decisions on such requests made to the Council, in accordance with that policy.
- To deal on behalf of the Council and as instructed by it, with any matters of policy which do not fall clearly within the responsibilities of the other Committees or where there is any conflict between them
- To ensure that appropriate records are kept of all assets and that they are adequately controlled.
- To oversee the running of the Parish Office
- To oversee employment matters
- The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council.

ENVIRONMENT AND AMENITIES COMMITTEE

1. Membership and frequency of meetings

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A minimum of six places will be available for Members of the Council who will meet in Committee at least every two months.

2. Terms of Reference

- i) To examine and recommend to the Council any changes to the amenities of the Parish. Any urgent and non-controversial changes to the amenities of the Parish, which need to be dealt with before the next meeting of the Committee, may be dealt with, on behalf of the Council by the Clerk, or other appropriate officer, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).
- ii) To consider and to deal with, on behalf of the Council, all maintenance matters related to the amenities of the Parish. Urgent business which needs to be attended to before the next meeting of the Committee may be dealt with by the Clerk, or other appropriate officer, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).
- iii) To make recommendations to the Council on the detailed Environment and Amenities Committee budget and to manage the activities of the Committee within the budget approved by the Council, whilst recognising that "provisions" for specific items will still require approval by the Council.
- iv) The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council.

3. Main Responsibilities of the Environment and Amenities Committee:

- Maintenance of the Parish Council's street lights
- Denmans Lane Allotments
- Denmans Lane Public Conveniences
- Street furniture - litter bins, railings, seats, bus shelters, bus stop poles, etc
- Winter Management Plan
- Annual Village Spring Clean
- Village Archives
- Christmas Festival Night and Christmas lights
- Liaison with Mid Sussex District Council on matters relating to the Common, the Pond, Hickmans Lane playing Field, car parks, nature reserves and any other MSDC owned land in the parish.

PLANNING, TRAFFIC AND TRANSPORT COMMITTEE

1. Membership and frequency of meetings

A minimum of six places will be available for Members of the Council who will meet in Committee, at such intervals as may be required to meet District Council deadlines (usually every three weeks), to consider the Council's responses to Planning Applications and other matters referred to the Council by the local planning authority.

2. Terms of Reference

- i) To examine and make recommendations to the Council on all **major planning applications**; and on national and regional planning policy and the **Local Development Framework**. In cases where a response is required before the next ordinary meeting of the Council and the Chair of the Council agrees that an extraordinary meeting of the Council is not necessary, the Committee shall deal with the matter. A major planning application shall be defined as one which has a significant effect on the Parish of Lindfield as a whole, whether in terms of the environment, infrastructure, the local economy, traffic, or transport.
- ii) To examine and deal with on behalf of the Council, **all other planning related matters**. The Committee shall agree a procedure for dealing with urgent planning applications required to be dealt with before the next meeting of the Committee. (Currently the procedure is as set out in Standing Orders, which is that the matter is delegated to the Clerk or other appropriate Officer of the Council, in consultation with the Chair and Vice Chair of this Committee. Those parties also to consider whether the issue requires escalation to Full Council or the Council Chair as detailed under i above)
- iii) To examine and make recommendations to the Council on all **transport related matters**, which affect the Parish. Any urgent transport related matters which need to be dealt with on behalf of the Council before the next meeting of the Committee, may be dealt with in line with the guidance under i and ii above
- iv) To make recommendations to the Council on the detailed **Planning, Traffic and Transport Committee budget** and to manage the Committee's activities within the detailed budget and controls approved by the Council.
- v) The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council. The Committee can also form working groups of up to six individuals to address specific projects and

LINDFIELD PARISH COUNCIL

these may include Members of the Public, subject to their being at least two councillors in the working group, which can make recommendations to the Planning & Transport Committee but not commit the council. In the event of an urgent decision being required, the approach outlined under i and ii above can be adopted, but this is expected to be exceptional. Working Groups are not expected to last for longer than twelve months, without specific agreement from Full Council, such agreement being reviewed at least annually.

COMPLAINTS COMMITTEE

1. Membership and Frequency of Meetings

Four places will be available for Members of the Council who will meet in Committee annually, following the Annual Meeting of Council, to elect a Chairman and Vice Chairman and otherwise as required to deal with formal complaints made against the Council.

2. Terms of Reference

- i) To agree a procedure for the handling of complaints made against the Council regarding matters over which the Council does or could exercise a power, duty or control.
- ii) To deal with formal complaints made against the Council in accordance with the agreed procedure referred to in paragraph 2 (i) above.

Lindfield Parish Council
Scheme of Delegation for urgent decisions

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council.

This scheme of delegation is to facilitate effective decision making between meetings where a response is required by a specific date prior to the next relevant meeting. It allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

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

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

When necessitated the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken. Where the decision required relates to a consultation, and the two members consulted advise that they wish the decision to be taken at a meeting, the Clerk will seek to obtain an extension to the response deadline.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk(s) to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members (the relevant Chairs & Vice Chairs). Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least the relevant Chairs & Vice Chairs, the Clerk would normally be expected to consult a minimum of two other members (who are a Chair or Vice-Chair)

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £5,000 per transaction having consulted a minimum of two Members and the Chairman, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members

should be independent of the two Members who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.

4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project 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 £10,000.00 per transaction, having consulted all three Committee Chairs (or in their absence Vice Chairs).
5. To take any action regarding minor repairs or purchases (up to a cost of £1,000.00 per transaction) having consulted the Chairman and taken on board his views.

Planning Matters:

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of two Members who are currently members of the Planning, Transport and Traffic Committee.
7. The PTT Committee delegate authority to the Clerk to request any application be referred to Mid Sussex District Council Planning Committee for decision.

Delegation Limitations, Record keeping & Reporting:

8. The Deputy Parish Clerk may adopt these delegated powers to facilitate the ongoing business of the Council:
 - a) in the absence of the Clerk; and/or
 - b) where the issues requiring a decision relate to items overseen by the Deputy Parish Clerk.
9. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
10. All decisions will be reported at the next available Full Council Meeting and at the next relevant Committee meeting.
11. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date approved Minute number

Date for review May 2025

Appendix 2 – Committee Preferences

Name	E&A	F&GP	PTT	Please provide any reasoning for your committee rankings that you would like included in the report for members to consider. For example skills, experience, interests etc.
Beecroft	Third	First	Second	As a chartered accountant I believe I have the necessary skills for the finances part of F&GP. I have carried out some training, and am booked on the update course, for planning so it would make sense to continue on this committee. I'd be very happy to be on E&A as well but appreciate this might be too many! As a trustee of Friends of Lindfield Playgrounds I would appreciate the chance to feed into E&A where appropriate.
Blunden	First	Second	Third	I feel that with my knowledge and history of the Council and the village I would best serve the E&A committee. I also have a good understanding of the Council's finances and how we can best serve our residents
Burns	Second		First	
Grace	Second	First	Third	I would like to continue on the committees which I already belong to as I am involved with many activities and working groups for both of them and would like to continue this work.
Matthews	First	Third	Second	I would like to remain on the committees I have been on since I joined the Parish Council.
Nisbett	First	Third	Second	
Pickett	Second	First		Regretfully not possible to do P&T conflict of interest
Upton	First	Third	Second	Experienced in each group.
Webster	Third	First	Second	I have selected F&GP and P&T as I feel that this is where my most relevant experience is found and I am aware that potentially more colleagues will want to serve on E&A.
Wood	First	Third		Experience on E&A
Woolley	First	Third	Second	It remains my view that the committee topic areas would benefit from a review.

Committee Meeting:	Full Council
Item	10
Report of:	Parish Clerk
Meeting Date:	22 May 2025
Subject:	Council Policy, Procedures & Subscriptions

Summary & Purpose of Report

1. Members are asked to agree to updates to our existing Standing Orders and Financial Regulations and confirm that we have the required policies and procedures in place.

Recommendation

Members are asked to:

- a) **Instruct the Clerk to update our existing Standing Orders and Financial Regulations in line with the NALC recommendations set out at section 3-5 of this report**
- b) **Confirm that the council has the following policy, procedures and subscriptions in place:**
 - i. **Standing Orders**
 - ii. **Financial Regulations**
 - iii. **Code of Conduct 2025/26**
 - iv. **Complaints Policy**
 - v. **Data Protection Policy**
 - vi. **Freedom of Information Policy**
 - vii. **Information Security Policy**
 - viii. **IT, Communications and Monitoring Policy**
 - ix. **Press and Media Policy**
 - x. **List of active subscriptions**
- c) **Reaffirm that the Council has signed the Civility and Respect pledge.**

Background

2. The Council in 2024/25 updated its Standing Orders and Financial Regulations using the most up-to-date templates at that time. In addition, it maintained a suite of policies and procedures to help maintain and promote good governance.

Considerations

3. NALC has recently updated the template that we use for our Standing Orders and Financial Regulations. The changes are as follows:
4. Financial Regulations:
The Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into effect in March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.
5. Standing Orders:
SO 14 – Updated to better reflect Code of Conduct requirements. 14. b-c have been removed. Addition of SO 18.a.v, 18.c, 18.d and 18.f – To meet the new Procurement Legislation and to ensure consistency with NALC’s Model Financial Regulations.

NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

Members are asked to agree that these changes be incorporated into our versions of the orders and regulations.

Appendices

- 1) Standing Orders
- 2) Financial Regulations
- 3) Code of Conduct 2025/26
- 4) Complaints Policy
- 5) Data Protection Policy
- 6) Freedom of Information Policy
- 7) Information Security Policy
- 8) IT, Communications and Monitoring Policy
- 9) Press and Media Policy
- 10) List of Subscriptions.

**LINDFIELD PARISH COUNCIL
STANDING ORDERS
ADOPTED BY FULL COUNCIL 21 MARCH 2024**

Summary of changes

Version	Date agreed	Details of changes
1	21 March 2024	

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. Rules of debate at meetings

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h) A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j) Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k) One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they 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/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q) A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;

- vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s) Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
 - t) Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

2. Disorderly conduct at meetings

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

3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- 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 chair 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and

vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two and a half 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, [which should be reviewed at least every four years](#);
 - 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 () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e) Allow all members the opportunity to take part in discussions at committee meetings irrespective of whether they are a member of that committee. Non-committee members are not entitled to take part in voting. It is good practice for the non-committee member to inform

the relevant Chair before the meeting that they will be attending and which item(s) on the agenda they wish to take part in.

5. Ordinary council meetings

- a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e) The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f) The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g) The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 6. Extraordinary meetings of the council, committees, sub-committees and urgent matters.**
- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
 - b) **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c) The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
 - d) If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 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].
 - e) If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Chair of the Council and the Chair of the relevant Committee or Vice Chair, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Council Chair, the Vice Chair, and Chair of committees. All decisions agreed by the panel must be unanimous and must be reported by the panel to Full Council or the appropriate standing committee at the earliest opportunity. If a unanimous decision cannot be reached by the Panel the matter must be considered at the relevant standing committee or Full Council.
- 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 three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
 - b) When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- 8. Voting on appointments**
- a) Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.
- 9. Motions for a meeting that require written notice to be given to the proper officer**

- a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g) Motions received shall be recorded and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

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

11. Management of information

See also standing order 20.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and**

electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

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

12. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e) Upon 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/she/they 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/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c) Unless he/she/they 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/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f) A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g) Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h) A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a) Upon notification by Mid Sussex 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 Chair of Council of this fact, and the Chair 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 or Unitary 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 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/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a document for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning, Traffic & Transport Committee 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 Planning, Traffic & Transport Committee;
- xvi. manage access to information about the Council via the publication scheme.

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
 - iv. 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 month 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. [The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to 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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 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. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Finance and General Purposes Committee OR the Administration Sub-Committee is subject to standing order 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Council OR the Finance and General Purposes Committee or, if he/she/they is not available, the vice-chair (if there is one) of Council OR the Finance and General Purposes Committee of absence occasioned by illness or other reason and that person shall report such absence to Finance and General Purposes Committee OR the Administration Sub-committee at its next meeting.
- c) The chair of Council OR the Finance and General Purposes Committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Finance and General Purposes Committee or the Administration Sub-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 chair of Council OR the Finance and General Purposes Committee or in his/her/their absence, the vice-chair of Council OR the Finance and General Purposes Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance and General Purposes Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of Council, this shall be communicated to another member of Finance and General Purposes Committee, which shall be reported back and progressed by resolution of Finance and General Purposes 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 his/her/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)

- 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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with district and county or unitary councillors

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

25. Restrictions on councillor activities

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

26. Standing orders generally

- a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.
- c) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d) The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) **Bold text** indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

LINDFIELD PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Full Council at its meeting held on 19 September 2024.

Comments

Where 'Clerks' are written this includes the Deputy Clerk.

Abbreviations

F&GP	Finance and General Purposes Committee
RFO	Responsible Financial Officer

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings following an investigation.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The RFO holds a statutory office, appointed by the council. 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
 - determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

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

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

2.3. When considering any new activity, the Clerks, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council or the relevant committee.

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

2.5. The accounting control systems determined by the RFO must include measures to:

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

2.6. At least once in each quarter, and at each financial year end, a member of F&GP other than the Chair of Council shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by F&GP.

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

3. Accounts and audit

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

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

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or

- external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. Budget and precept**
- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by F&GP at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of F&GP. The Clerk and RFO will inform F&GP of any salary implications before they consider their draft their budgets.
- 4.3. No later than the end of November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to F&GP not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the F&GP and a recommendation made to the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO, where possible, shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk or RFO, where possible, shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk or RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.18. In further cases of extreme risk to council services, expenditure may be authorised up to a limit of £10,000 upon agreement from the Emergency Consultation Panel, which states that if a matter is deemed “urgent” and if outside scheduled committee meetings or Full Council and with the consent of the Chair of the Council and the Chair of the relevant Committee or Vice Chair, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Council Chair, Vice Chair, and Chair of committees. All decisions agreed by the panel must be unanimous and must be reported by the panel to Full Council or the appropriate standing committee at the earliest opportunity. If a unanimous decision cannot be reached by the Panel the matter must be considered at the relevant standing committee or Full Council.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Official orders can only be submitted by the Clerks or RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated

to a committee. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO or Clerks. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking where possible, in accordance with a resolution of the council, unless the council resolves to use a different payment method. Payment by cheque or card, where required, is available.
- 6.6. For each financial year the RFO or Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments, including direct debits, shall be signed by two members annually.
- 6.8. A list of payments, including regular payments, shall be reported to the next appropriate meeting of the council or F&GP.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises (in accordance with paragraphs 5.18 & 5.19).
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the 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 or F&GP.
 - iv. 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 or F&GP.

6.10. The RFO shall prepare a schedule of payments, forming part of the agenda for the meeting and present the schedule to the council. The council shall review the schedule for compliance and, having satisfied itself, shall note the payments by a resolution of the Council. The detailed list of all payments shall be disclosed as an attachment to the agenda 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.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk, and RFO, may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. Authorised signatories shall have access to view the council's bank accounts online as per the terms of the bank mandate.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, having consulted the Clerk, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made between council meetings shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit. Direct debit instructions shall be submitted by the Clerk. The completed instructions shall be shared with the authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The

approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, the RFO and an authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Supplier data held should be checked every two years or when notification of a change has been received.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. 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.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used other than to buy minor office suppliers up to a value of £50. Reimbursement will be made by online payment.

10. Petty Cash

- 10.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerks, RFO, or Village Orderly (for example

for postage or minor stationery items) shall be refunded on a regular basis at least monthly.²

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the authorised signatories to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

² It was confirmed that the existing petty cash would be run down.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO and Clerks.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerks and RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that 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.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk, in conjunction with the RFO, shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk, in conjunction with the RFO, shall give prompt attention to all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerks or RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerks and RFO shall negotiate all claims on the council's insurers.

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

18. Charities

18.1. 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.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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

Members' Code of Conduct for Lindfield Parish Council

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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Lindfield Parish Council
has signed up to the Civility & Respect Pledge**

Lindfield Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 408.

Lindfield Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Local Government Association
Model Councillor Code of Conduct 2020



Joint statement

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

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

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

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

Introduction

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

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

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

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

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

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

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

Standards of councillor conduct

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

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

General Conduct

1. Respect

As a councillor:

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

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

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

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

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

3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a councillor:

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

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

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

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

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

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

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

Examples include:

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

- access and use of local authority buildings and rooms.

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

8. Complying with the Code of Conduct

As a Councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

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

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

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

10. Gifts and hospitality

As a councillor:

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

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

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

Appendix C – the Committee on Standards in Public Life

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

The recommendations cover:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LINDFIELD PARISH COUNCIL

CODE OF PRACTICE AND PROCEDURE FOR THE HANDLING OF COMPLAINTS

Adopted by Lindfield Parish Council at the Annual Meeting on 15.05.14

N.B. Use of the masculine pronoun throughout this paper should be taken also to mean the female gender as appropriate

Definition of a complaint

A complaint against the Council is any oral or written expression of dissatisfaction made directly to the Council as a body, or to an individual Member or Clerk, regarding a matter which comes within the jurisdiction of the Council, i.e. over which the Council does or could exercise a power, duty, or control. The Parish Council does not come under the jurisdiction of the Local Government Ombudsman and will deal with any complaints made against the Council's administration or procedures itself.

Types of complaint

Complaints made by or about an employee of the Council will be dealt with as an employment matter. The Complainant can be assured that the matter will be dealt with internally under separate procedures, and any appropriate action taken as required.

A complaint relating to a Councillor's failure to comply with the Council's Code of Conduct must be submitted to the Monitoring Officer at Mid Sussex District Council (MSDC). If any question arises on what constitutes such a complaint the matter shall be submitted to the Monitoring Officer by either the complainant or the Council for determination by MSDC. Any relevant information and contact details held by the Council will be given to the Complainant.

Where the complaint is about an issue outside the control of the Council, the Complainant should be advised accordingly. Details of the relevant authority or service provider can be given to the Complainant to enable him to pursue the complaint, or the Council could agree to take the matter up with that authority on the Complainant's behalf, if appropriate.

Unreasonable complaint behaviour, which shall include unreasonably persistent complainants, shall be dealt with under the Council's separate policy for handling unreasonably persistent, vexatious, harassing or abusive complaints. A copy of this policy will be provided to the complainant if appropriate.

The code of practice that follows is aimed at those situations where a complaint has been made about the administration of the Council or its procedures, including those leading to the making of a decision.

The Complaints Committee

The Council shall set up a Complaints Committee of four members, to be decided at the Annual Meeting of Council as for other standing committees. Formal complaints will be heard by a panel of any three of those members. It is at the discretion of the Council to increase this number above three but not to decrease it. In the event of two or more members of the Complaints Committee deeming themselves to have a personal or prejudicial interest in the matter the subject of the Complaint, either the composition of the hearing panel should be agreed in Full Council, or the complaint should be considered by Full Council [the decision on which course to take is to be made by the Clerk in consultation

with the Chairman of Council]. Should it become evident that there would be insufficient members of Full Council without a personal or prejudicial interest in the subject matter to form a quorum, the Council shall (i) consider arrangements to have the complaint independently investigated provided that any associated costs are both proportionate and reasonable, or (ii) seek advice from the Sussex Association of Local Councils, or (iii) indicate that the complaint cannot in the circumstances be investigated by the Council. In either event, the complainant shall be informed of the reasons for any consequent delay. The Complaints Committee shall normally report its findings and recommendations to the next meeting of Council. Wherever possible, the minutes should be taken by someone other than the Clerk who is normally acting as the Council's representative at the meeting to hear a complaint.

Dealing with complaints

Many complaints, even those which are stated to be formal complaints, can easily be resolved without the need to resort to the formal complaints procedure, by means of explanations given by the Clerk, other proper officer or Chairman, either in person or in writing according to the circumstances. The Complainant(s) may be offered an opportunity for an informal meeting with the Chairman or other representative(s) of the Council. If these initial attempts to resolve the matter are unsuccessful, the formal complaints procedure should be invoked.

Procedure on receipt of a complaint

1. Complaints made in person may initially be dealt with appropriately at the time according to the circumstances. An oral explanation may suffice.
2. Written complaints are to be acknowledged within 3 working days, if they cannot be answered within 7 working days. If consultation is necessary, with the Chairman of Council or the appropriate Committee, the Complainant should be informed that further information needs to be sought. A written explanation should then be sent to the Complainant as soon as possible.
3. If the Complainant is not satisfied following the initial steps to resolve the matter, he may be offered the opportunity for an informal meeting with representative(s) of the Council. If the Council is to be represented by a Councillor, that member may request the presence of the Clerk who will produce a brief written note of the proceedings, as a record for future reference.
4. If the matter is not resolved by steps 1 to 3 above, the Clerk should then write to the Complainant furnishing him with a copy of the Council's adopted complaints procedure and asking the Complainant if he wishes to submit a formal complaint in writing to the Council in order for its formal complaints procedure to be invoked (as set out below).

Procedure for dealing with Formal Complaints

Before the Complaints Committee meeting.

1. If not already done, the Complainant should be asked to put the complaint about the Council's policies, processes, procedures or administration into writing to the Clerk or other nominated officer. If the Complainant has already submitted a written complaint, he should be asked to confirm that, having read the procedure provided, he wishes to proceed in taking his complaint through the formal procedure. It is preferable that any such complaint is in writing, but if this is not possible,

arrangements may be made for notes of the complaint details to be taken so that the complainant may forward such notes.

2. If the Complainant does not wish to address his letter of complaint to the Clerk or other nominated officer, he should be advised to put it to the Chairman of Council.
3. The Clerk or other nominated officer, or the Chairman of Council (provided he immediately provides the Clerk with a copy of any such letter), as appropriate, shall within 3 working days acknowledge, in writing, receipt of the letter of complaint. All subsequent correspondence should go through the Clerk. As soon as possible thereafter, the Clerk should advise the Complainant in writing when the matter will go through the complaints process and approximately when the Complaints Committee would be meeting to consider the complaint (this meeting to be arranged for a mutually convenient date). The complainant will be further advised whether the complaint will be treated as confidential.
4. The Complainant shall be invited to attend the meeting of the Complaints Committee and may bring such representatives as he wishes.
5. Seven clear working days prior to the Complaints Committee meeting, the Complainant shall provide the Council with copies of relevant documentation or other evidence, which he wishes to rely on or to refer to at the meeting, and the Council shall similarly provide the Complainant with the Agenda for the meeting and copies of any documentation to which the Council's representative(s) may wish to rely on or refer to at the meeting.

At the Complaints Committee Meeting

6. The time allowed for the Complainant to present the grounds for complaint and for the Clerk or Council's representative(s) to explain the Council's position shall be limited to 15 minutes for each party. Any questions, replies to questions or summing up by the Complainant will be limited to five minutes. These times may be extended at the discretion of the Chairman if he believes this would be fair to all parties in the light of complexity or other extenuating circumstances.
7. The Committee shall consider whether the circumstances of the meeting warrant the exclusion, under the Council's Standing Orders, of the public and press.
8. The Chairman will then introduce the parties, explain committee procedure and make any necessary opening remarks.
9. The Complainant (or his representative) will outline the grounds for the complaint.
10. Members of the Committee or the Clerk may ask any question of the Complainant (or his representative)
11. The Clerk or other representative of the Council may be asked by the Chairman to outline the Council's position.
12. Members of the Committee may ask any question of the Clerk or other representative of the Council.
13. The Complainant or the Clerk or other representative of the Council may, through the Chairman and, at his discretion, ask a question of the other party seeking points of clarification of what has been said.

14. The Clerk or other representative of the Council and the Complainant (in this order of speaking) are then offered the opportunity of making any final submissions.
15. The Chairman of the Complaints Committee will then sum up and indicate when the decision will be made, how it will be communicated to the parties and when the Committee's report will be presented to the Council.
16. The Clerk acting as the Council's representative, or other representative(s) of the Council, the Complainant and all other parties except the person taking the Minutes, will then leave the room while members of the Committee decide whether or not the grounds for the complaint have been made and to prepare a timescale for their report and recommendations. In the absence of a separate minute taker, the Chairman may invite the Clerk back into the Committee if the details to be noted are deemed to be complex. If a point of clarification is necessary, both parties shall be invited back.

After the meeting

17. The minutes of the Complaints Committee meeting, including any recommendations for action to be taken, will be communicated in writing within seven working days to the Clerk or other representative of the Council, the Complainant and all Councillors. The Chairman of the Complaints Committee will report the Committee's findings to the next scheduled meeting of the Council in public session. This report may include suggested revisions to this procedure, or the Chairman of the Complaints Committee may suggest that a more thorough review of the procedure be presented at some later date, e.g. the following meeting of the Full Council.
18. The Council will decide upon a suitable date for the Committee to be reconvened to confirm and sign its Minutes, including any consideration of learning points and review of this Code of Practice and Procedure.

Data Protection Policy - May 2018

1. INTRODUCTION

- 1.1. Lindfield Parish Council (the Council) collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. The Council may be required by law to collect and use certain types of information to comply with statutory obligations related to employment and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation and other related legislation. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulations and other related legislation.
- 1.2. The GDPR applies to all computerised data and manual files if they come within the definition of a filing system.

2. PERSONAL DATA

- 2.1. 'Personal data' is information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a persons:
 - 2.1.1. race or ethnic origin;
 - 2.1.2. political opinions;
 - 2.1.3. religious or philosophical beliefs;
 - 2.1.4. trade union membership;
 - 2.1.5. physical or mental health;
 - 2.1.6. an individual's sex life or sexual orientation;
 - 2.1.7. genetic or biometric data for the purpose of uniquely identifying a natural person.
- 2.2. Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.
- 2.3. The Council does not intend to seek or hold sensitive personal data about staff, trustees or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.

3. THE DATA PROTECTION PRINCIPLES

- 3.1. Article 5 of the GDPR sets out six data protection principles which must be followed at all times:
 - 3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner;
 - 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
 - 3.1.3. personal data shall be adequate, relevant and limited to what is necessary for the purpose(s) for which it is being processed;
 - 3.1.4. personal data shall be accurate and, where necessary, kept up to date;
 - 3.1.5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes;
 - 3.1.6. personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
- 3.2. In addition to this, the Council is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).
- 3.3. The Council is committed to complying with the principles in 3.1 at all times. This means that we will:
 - 3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it and will identify who we will share the information with and how long we intend to retain the information;
 - 3.3.2. be responsible for checking the quality and accuracy of the information;

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- 3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;
- 3.3.4. ensure that when information is authorised for disposal it is done in accordance with our disposals policy;
- 3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;
- 3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;
- 3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;
- 3.3.8. report any breaches of the GDPR.

4. CONDITIONS FOR PROCESSING

- 4.1. The individual has given consent that is specific to the particular type of processing activity.
- 4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.
- 4.3. The processing is necessary for the performance of a legal obligation to which we are subject.
- 4.4. The processing is necessary to protect the vital interests of the individual or another.

5. USE OF PERSONAL DATA BY THE COUNCIL

- 5.1. The Council collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.
- 5.2. Any wish to limit or object to use of personal data should be notified to the Clerk in writing. If, in the view of the Clerk, the objection cannot be maintained, the individual will be given written reasons why the Council cannot comply with their request.

Staff, Councillors and Volunteers

- 5.3. The personal data held about staff, Councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs.
- 5.4. The data is used to comply with legal obligations placed on the Council in relation to employment. We may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.
- 5.5. It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

Other Individuals

- 5.6. The Council may hold personal information in relation to other individuals who have contact with the Council, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles, and shall not be kept longer than necessary.

6. SECURITY OF PERSONAL DATA

- 6.1. The Council will take reasonable steps to ensure that members of staff and Councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the GDPR. The Council will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

7. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES

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- 7.1. The following list includes the most usual reasons that the Council will authorise disclosure of personal data to a third party:
 - 7.1.1. To give a confidential reference relating to a current or former employee;
 - 7.1.2. for the prevention or detection of crime;
 - 7.1.3. for the assessment of any tax or duty;
 - 7.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the Council (other than an obligation imposed by contract);
 - 7.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
 - 7.1.6. for the purpose of obtaining legal advice;

- 7.2. The Council may receive requests from third parties to disclose personal data it holds about staff or other will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or The Council.

- 7.3. All requests for the disclosure of personal data must be sent to the Clerk, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

8. SUBJECT ACCESS REQUESTS

- 8.1. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure.

- 8.2. A subject access request must be made in writing. The Council may ask for any further information reasonably required to locate the information.

- 8.3. All requests will be handled in line with the Subject Access procedural note.

9. OTHER RIGHTS OF INDIVIDUALS

Right to restrict processing

- 9.1. An individual has the right to object to the processing of their personal data and to block or suppress the processing.

- 9.2. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

- 9.3. The Clerk shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.

Right to rectification

- 9.4. An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the Clerk and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified within 20 days.

- 9.5. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data, and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

- 9.6. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

Right to erasure

- 9.7. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:
 - 9.7.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;
 - 9.7.2. where consent is withdrawn and there is no other legal basis for the processing;
 - 9.7.3. where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing;
 - 9.7.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);
 - 9.7.5. where the data has to be erased in order to comply with a legal obligation.
- 9.8. The Clerk will make a decision regarding any application for erasure of personal data, and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

Right to object

- 9.9. An individual has the right to object to:
 - 9.9.1. processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
 - 9.9.2. direct marketing (including profiling);
 - 9.9.3. processing for purposes of scientific /historical research and statistics.
- 9.10. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

Right to portability

- 9.11. If an individual wants to send their personal data to another organisation they have a right to request that the Council provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where the Council is processing the information on the basis of consent or performance of a contract. If a request for this is made, it should be forwarded to the Clerk.

10. BREACH OF ANY REQUIREMENT OF THE GDPR

- 10.1. Any and all breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the Clerk. Once notified, the Clerk shall assess:
 - 10.1.1. the extent of the breach;
 - 10.1.2. the risks to the data subjects as a consequence of the breach;
 - 10.1.3. any security measures in place that will protect the information;
 - 10.1.4. any measures that can be taken immediately to mitigate the risk to the individuals.
- 10.2. Unless the Clerk concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the Council.
- 10.3. The Information Commissioner shall be told:
 - 10.3.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
 - 10.3.2. the contact point for any enquiries;
 - 10.3.3. the likely consequences of the breach;
 - 10.3.4. the measures proposed or already taken to address the breach

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- 10.4. If the breach is likely to result in a high risk to the affected individuals then the Clerk shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.
- 10.5. Data subjects shall be told:
 - 10.5.1. the nature of the breach;
 - 10.5.2. who to contact with any questions;
 - 10.5.3. measures taken to mitigate any risks.
- 10.6. The Clerk shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Council and a decision made about implementation of those recommendations.

LINDFIELD PARISH COUNCIL

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

ADOPTED BY COUNCIL ON 11 DECEMBER 2008

**Amended
27.09.2010
31.07.2012
01.03.2013**

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FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

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1. INTRODUCTION

The Freedom of Information Act

Information Commissioner's Office: www.ico.gov.uk

The Freedom of Information Act gives the public a general right of access to information held by public authorities. Every public authority is required to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish information in accordance with that scheme.

The Information Commissioner's Office (ICO) has now introduced a model publication scheme that all public sector organizations should adopt from 1 January 2009.

In addition to adopting the generic model publication scheme, authorities must produce a guide to the specific information they hold and which is contained within any of the scheme's seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

It is expected that the information can be easily identified and accessed by the general public. Authorities should commit to reviewing and updating their information guide and its contents on a regular basis.

Lindfield Parish Council adopted the generic model publication scheme at the Council meeting held on 11 December 2008

The Publication Scheme

The Publication Scheme sets out information that is routinely made available. Information held that is not listed in the Guide to Information section of this document can still be requested and will be made available unless it is exempt material or can otherwise be legitimately withheld. Such requests should be made in writing or by email to the Parish Clerk, who will confirm whether the information requested is held and will normally supply it within 20 working days, in the format requested. Charges for disbursements, where applicable for hard copies, are shown in the Guide to Information.

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION ROUTINELY AVAILABLE FROM LINDFIELD PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME 2009

Information which is available on the Parish Council's website (www.lindfieldparishcouncil.gov.uk) is indicated in the schedule below.

Hard copies of the information in the schedule, for which a charge for disbursements may be made, as indicated below, can be requested from the Parish Office: in person, by telephone, by email or in writing. Postage will be charged at the rates applicable at the time.

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Class1 - Who we are and what we do Organisational information, structures, locations and contacts (This will be current information only)		
Who's who on the Council and its Committees	Website Hard copy	6p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (where used))	Website Hard copy	6p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	6p per A4 sheet
Staffing structure	Website Hard copy	6p per A4 sheet

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
(Current and previous financial year as a minimum)

Annual return form and report by auditor	Hard copy	6p per A4 sheet
Finalised budget	Hard copy	6p per A4 sheet
Precept	Hard copy	6p per A4 sheet
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	website Hard copy	6p per A4 sheet
Grants given and received	Hard copy	6p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	6p per A4 sheet
Members' allowances and expenses	Website/Hard copy	6p per A4 sheet

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Parish Plan (current and previous year as a minimum)	Website Hard copy	Free while stocks last then 6p per A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free
Quality status	Not applicable at present	
Local charters drawn up in accordance with DCLG guidelines	Not applicable at present	

Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free
Agendas of meetings (as above)	Website Hard copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	6p per A4 sheet
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	6p per A4 sheet
Responses to consultation papers	Hard copy	6p per A4 sheet
Responses to planning applications	Hard copy	6p per A4 sheet
Bye-laws	Not applicable	

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (in Standing Orders) Code of Conduct Policy statements	Web site/Hard copy Web site/hard copy Web site / Hard copy Website/Hard copy Hard copy	6p per A4 sheet 6p per A4 sheet 6p per A4 sheet 6p per A4 sheet 6p per A4 sheet

Class 5 – Our policies and procedures (cont'd) Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Web site/hard copy Web site/hard copy Hard copy	6p per A4 sheet Free Free
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Hard copy	6p per A4 sheet
Data protection policies		
Schedule of charges (for the publication of information)	Web site/hard copy	Free

Class 6 – Lists and Registers Currently maintained lists and registers only (some of the following information may only be available by inspection)		
Any publicly available register or list	Inspection / Hard copy	6p per A4 sheet
Assets Register	Inspection / Hard copy	6p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Website/Inspection/Hard copy	6p per A4 sheet
Register of gifts and hospitality	Inspection / Hard copy	6p per A4 sheet

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only)
(some of the following information may only be available by inspection)

Allotments (plans; standard tenancy agreements)	Hard copy	6p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Inspection / Hard copy	6p per A4 sheet
Bus shelters	Inspection / Hard copy	6p per A4 sheet
Markets	Not applicable	
Public conveniences	Inspection / Hard copy	6p per A4 sheet
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Lindfield Leaflet	Hard Copy	Free
Lindfield Directory	Hard Copy	Free

Contact details:

Lindfield Parish Council
The Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs. Christine Irwin
Deputy Parish Clerk: Mr. Iain McLean
Responsible Financial Officer: Mrs. Sue Kolien

Telephone: 01444 484115

Email: clerks@lindfieldparishcouncil.gov.uk

Website: www.lindfieldparishcouncil.gov.uk

The Parish Office is open to members of the public:
Tuesdays 1.00 p.m. – 4.00 p.m.
Thursdays and Fridays 10.00 a.m. – 1 .00 p.m.)
and at other times by appointment

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 6p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 8p per A3 sheet	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
Freedom of Information Request (For information not routinely provided but which may be requested under the provisions of the Freedom of Information Act)	For information which costs public bodies less than £450 to retrieve and collate there will be no charge other than disbursements for photocopying and postage.	

* the actual cost incurred by the public authority

Information Security Incident Policy

1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident.

2 Scope

2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as

they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

6 Action on becoming aware of the incident

6.1 The Parish Clerk must be contacted by email or telephone.

6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- full and accurate details of the incident
- when the breach occurred (dates and times)
- who is reporting it
- the nature of the personal data information
- how many individuals are involved

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Council's designated Data Protection Officer.

7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the Data Protection Officer and, if appropriate a representative from the IT support company (the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

8. Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered / reported.

The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved
- its sensitivity
- the protections in place (e.g. encryptions)
- what happened to the data, whether it has been lost or stolen
- whether the data can be put to any illegal or inappropriate use
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence)
- whether there are wider consequences to the breach
- other relevant considerations

9. Notification

9.1 The Response Team, will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regards to notification on a case-by case-basis, including consideration of the following:

- are there any legal/contractual notification requirements
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks
- will notification help prevent the unauthorised or unlawful use of personal data
- will notification help the Council to meet its obligations under data protection law
- if a large number of individuals are affected or the consequences are very serious, does the ICO need to be notified.

9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.

9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions on what has occurred.

9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.

9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.

9.7 All actions will be recorded by the Clerk.

10 Evaluation and Response

10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.

10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework
- whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
- identifying weak points within existing security measures
- staff awareness and training

- implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records / inappropriate destruction of records
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

Access Violation

- Disclosure of logins to unauthorised people

- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room, scanning facility, dept area.

Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

Theft / loss Incident

- Theft / loss of data – written or electronically held
- Theft / loss of any Parish Council equipment including computers, monitors, mobile phones, Tablets, Memory sticks, CDs.

Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

IT, Communications and Monitoring

Lindfield Parish Council (LPC) provides Councillors with access to various facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, LPC has adopted an IT communications and monitoring policy which should be read in conjunction with its Data Protection policy.

Breach of the policy

Breach of this policy will be regarded as an offence and may be reported to the Standards Committee.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

IT, communications and monitoring

LPC makes use of IT systems, for data storage, communications and as a source of information. We have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

IT, communication and monitoring policy ("the policy")

Introduction

1. LPC provides you with access to various computing, telephone and postage facilities ("the Facilities") to allow you to undertake the responsibilities of your position and to improve internal and external communication.
2. This policy sets out the Council's position on your use of the Facilities and it includes:
 - your responsibilities and potential liability when using the Facilities
 - the monitoring policies adopted by the Council; and
 - guidance on how to use the Facilities.
3. This policy has been created to:
 - ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
 - protect the Council from the risk of financial loss, loss of reputation or libel; and
 - ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.
4. This policy applies to the use of:
 - local, inter-office, national and international, private or public networks and all systems and services accessed through those networks;
 - desktop, portable and mobile computers and applications;

- social media; and
- electronic mail and messaging services.

Computer facilities: Use of computer systems

5. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only.
6. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.
7. You are expressly prohibited from using the Facilities for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
8. In order to ensure proper use of Council computers, you must adhere to the following practices:
 - anti-virus software must be kept running at all times;
 - media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;
 - obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers);
 - all files must be stored on the network drive within Sharepoint which is backed up regularly to avoid loss of information; and
 - always log off the network before leaving your computer for long periods of time or overnight.

Software

10. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, in particular, that:
 - software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer Facilities; and
 - software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

Laptop computers, PC's, tablets and smart phones

11. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- you are the only person authorised to use the equipment and software issued to you;
- you must work within the Sharepoint environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk;
- if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
- upon the request of the Council at any time, for any reason, you will immediately return any laptop, equipment and all software to the Council;
- if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop/PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses; and
- you will be responsible for ensuring that your home equipment is adequately protected from viruses and malware and that operating system patches are routinely applied.

Email (internal or external use)

12. All Councillors will be issued a Council email account which should be used when transacting on behalf of the PC.
13. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.
14. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.
15. Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
16. Your email inbox should be checked on a regular basis.
17. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.
18. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
19. Councillors will be required to surrender their email account and all of its contents to the Clerk at the end of their term of office or if they decide to leave the Council.

Internet

20. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. If a posting is alleged to be defamatory, libellous, or harassing, the person making the posting and the Council could face legal claims for monetary damages.
21. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.
22. For the avoidance of doubt the matters set out above include use of wireless facilities.

Monitoring policy

23. The policy of the Council is that we may monitor your use of the Facilities.
24. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.
25. The Council may from time to time monitor the Facilities. Principal reasons for this are to:
 - detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;
 - ensure compliance of this policy;
 - detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
 - ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
 - monitor and protect the wellbeing of employees.
26. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
 - recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;
 - recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
 - physical inspections of individual users computers, software and telephone messaging services;
 - periodic monitoring of the Facilities through third party software including real time inspections;
 - physical inspection of an individual's post; and
 - archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.

27. The Council will not (unless required by law):

- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

28. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

Social Media

29. The Council uses Twitter to communicate messages to residents and will only be used by the Clerk and persons nominated by the Clerk:

- to transmit factual information and news, not personal opinion;
- to respond to comments and requests submitted via the account.

30. The Council does not use any other forms of social media. Councillors using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

Observation of this policy is mandatory and forms part of the terms and conditions of access to Lindfield Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may be reported to the Standards Committee.

LINDFIELD PARISH COUNCIL
PRESS AND MEDIA POLICY
Adopted by Full Council on 19.05.15

Introduction

Lindfield Parish Council ("the Council") is committed to the provision of accurate information in respect of its functions, decisions and actions.

The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form ("the media").

Where information is not available via the Council's publication scheme, the Council shall endeavour to assist the media with enquiries about the Council's functions, decisions and actions.

The purpose of this policy is:

- to establish a framework for achieving an effective working relationship with the media
- to ensure that the views and policies of the Council are presented accurately
- to clarify who is authorised to speak on behalf of the Council
- to provide guidance for Councillors and Staff on how to deal with some of the practical issues that may arise when dealing with the Press and Media
- to ensure consistency in the Council's dealings with the Press and Media
- to ensure that all elements of the Press and Media will be treated equally

Legal Framework

This policy is subject to the Council's statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998 and the Council's Standing Orders. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

Media Attendance at Meetings

Meetings of the council, its committees and sub-committees are open to the public and press unless the Council resolves that 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.

In accordance with standing orders, persons may be required to leave a meeting if their disorderly behaviour obstructs the business of the meeting.

Where meetings include time for public participation and subject to the Council's standing orders, media representatives may speak and ask questions.

Recording and reporting on meetings is subject to the Council's separate Reporting on Meetings Policy.

The press/media are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers for a meeting. Their representatives shall be given reasonable facilities for taking and communicating their report of a meeting, subject to the council's Reporting on Meetings Policy.

The Clerk

Wherever possible all communications with the Press and Media should be made through the Clerk.

LINDFIELD PARISH COUNCIL

PRESS AND MEDIA POLICY

Adopted by Full Council on 19.05.15

The Clerk, as the Proper Officer of the Council, is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council in consultation with the Chairman. In the absence of the Clerk, media communications will be handled by the Deputy Clerk, in consultation with the Chairman. In the absence of the Chairman, the Vice Chairman and/or relevant Committee Chairman will be consulted.

Communications made by the Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. S/he should not speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk, s/he should inform the enquirer that they will be notified of a response within 24 hours where practical. The Clerk should then consult with the Chairman or relevant Councillor(s) on a suitable response, which may in fact be “no comment”.

The Clerk, in consultation with the Chairman [or Vice Chairman/Committee Chairman is authorised to publish press statements on any urgent matters where there is insufficient time for a Council meeting.

Councillors

Councillors should be aware that according to case law the role of Councillor overrides the rights to act as an individual. Councillors must therefore be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business.

Whilst it may be legitimate for a Councillor to make clear that s/he voted against a policy if this took place in an open session, Councillors should not seek to undermine a decision through the Press.

Press releases / approaches made to the Press / Media by the Council

Press releases may be issued proactively to alert the media to a potential story, provide important public information or to explain the Council's position on a particular issue.

Press releases made on behalf of the Council will normally be prepared by the Clerk [Deputy Clerk] following any meetings of the Council or Committees. If press releases are drafted by any other officer or Councillor, they must be issued by the Clerk, in consultation with the Chairman [Vice Chairman] of Council or relevant Committee. In the absence of the Clerk, this authority passes to the Deputy Clerk.

A direct approach by the Council to the media seeking an interview, issuing a statement or press release or to publish an article may only be made with authorisation from the Council or relevant committee, except in the case of an urgent matter, with insufficient time for a Council meeting, when the Clerk is authorised to publish statements in consultation with the Chairman [Vice Chairman/Committee Chairman].

Approaches from the Press / Media

Unexpected approaches from representatives of the media can lead to unguarded comments being made and great care must therefore be taken to avoid misrepresentation of the Council's policy or its position on the matter in question.

Reporters should be directed to contact the Clerk (or, in their absence, the Deputy Clerk) if they want to carry out an interview or obtain a statement about the Council's business and actions.

Except in the most straightforward cases, the caller should be informed that a statement will be made within 24 hours and they should be asked to set out clearly what they want to know. This will

LINDFIELD PARISH COUNCIL
PRESS AND MEDIA POLICY
Adopted by Full Council on 19.05.15

allow time for the Clerk to consult with the Chairman in producing a carefully worded response within a reasonable time.

Any verbal or written statement given by the Clerk (or Deputy Clerk) must represent the corporate position and views of the Council, not the individual views of councillors or staff held in their official capacity.

Where the matter concerned has not been discussed by the Council an immediate response cannot be made and this should be made clear to the enquirer. The Clerk should then consult the Chairman [Vice Chairman/Committee Chairman] on an appropriate response, which may be “no comment”.

General Principles to be observed by Councillors and Staff

- Be calm
- Be informed and certain of all your facts
- Ensure that when making comments on behalf of the Council that you are aware what Council Policy is and that your comments reflect that policy
- Ensure that your comments and views will not bring the Council, its Councillors or staff, into disrepute and ensure that comments are neither libellous nor slanderous.

- Any publicity should be as objective as possible, concentrating on facts or explanation or both
- Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care.
- Issues must be presented clearly, fairly and as simply as possible, although facts, issues or arguments should not be oversimplified
- Publicity should not attack, nor appear to undermine, generally accepted moral standards
- Public funds must not be used to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.
- Council resources must not be used on publicity that is, or could be misinterpreted as being, party political or on publicity which could be seen as promoting an individual member, particularly at election times.
- The Council, its Councillors and Staff cannot disclose information which is confidential or where disclosure of information is prohibited by law.
- Councillors must act with integrity and observe the Members' Code of Conduct at all times when representing or acting on behalf of the Council.
- Councillors and staff must not communicate their personal views about the Council's business, decisions and actions.
- Councillors and Staff are not permitted to misrepresent the corporate position and views of the Council or damage the reputation of others in the Council, or the Council itself.
- If expressing personal views in their private capacity, Councillors are not permitted to use their title “Councillor” and staff are not permitted to use their job title. This would imply that you are stating Council policy.
- A copy of any written material sent to the Press and/or Media by a Councillor, as representing the Council, must be forwarded to the Clerk.
- A Councillor or Officer must not disclose information that is of a confidential nature. This includes any discussion with the Press on any matter which has been discussed under confidential items on the Council's or Committee's agenda or at any other private briefing.
- A Councillor should not raise matters relating to the conduct or capability of an officer at meetings held in public or before the Press.

LINDFIELD PARISH COUNCIL
PRESS AND MEDIA POLICY
Adopted by Full Council on 19.05.15

Social Media

In their use of social media (Facebook, Twitter email, etc) Councillors and Staff must at all times observe the principles stated in this policy.

This policy is cross referenced to the Council's adopted Code of Conduct for Members and the Reporting on Meetings Policy which are published on the Council's website: www.lindfieldparishcouncil.gov.uk

Lindfield Parish Council acknowledges the following sources of information from which this policy has been drawn:

- *Local Councils Explained (Meera Tharmarajah) NALC*
- *Crowhurst Parish Council – Press and Media Policy*
- *Holme Valley Parish Council – Media Policy*

Committee	Full Council
Date	22.05.2025
Item	10.10

Report:	Subscriptions falling to be paid annually/monthly
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Note prices are subject to change by the supplier.

West Sussex ALC Ltd (WSALC) *includes subscription to National Association of Local Councils.* Annual Subscription - £2,149.49 (no VAT). This annual subscription includes membership of the National Association of Local Councils. Member Councils have the benefit of information and bulletins on the WSALC and NALC websites, training courses, access to legal advice from NALC (via WSALC) and advice from Trevor Leggo and other WSALC advisers on day to day issues.

Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00. Most of the Towns and Parishes in Mid Sussex are members of MSALC and the Association meets three to four times a year to discuss issues of mutual interest and concern. The Association has also resurrected the Conference, which used to be an annual event. Members pay a voluntary contribution of £10 per annum to help towards the administration costs of running the Association.

Action in Rural Sussex (formerly Sussex Rural Community Council). Annual Membership - £free AirS' basic aim is to identify problems and respond to the needs of rural communities. Jointly with Lindfield Rural Parish Council we have made use of their professional services to assist with the Neighbourhood Plan.

Society of Local Council Clerks. (Clerk's membership) Annual membership - £360.00 (February 2025). Membership of the Society is available to all Clerks in England and Wales. Its aims and objectives are to promote the professional standing and knowledge of its members, without assuming the role of a trade union. The Society produces a quarterly journal – "The Clerk" – which contains useful information, up to date reports on legislation and other matters which assist the Clerks with their work. It has also published a practical manual on Local Council administration and procedures. The Clerk belongs to the Sussex branch, and attends meetings whenever possible. Training courses are available which complement those organised by WSALC and the annual regional conference is very well worth attending with discounted rates for Members of the Council as well as Clerks. The annual subscription rate is pro rata to salary. The Council has in the past agreed that it would pay the subscription on behalf of the Clerks.

The Open Spaces Society. Annual membership - £45.00 Formerly the Commons, Open Spaces and Footpaths Preservation Society, it was founded in 1865 and is Britain's oldest national conservation body. It campaigns to protect common land, village greens, open spaces and public parks and the public's right to enjoy them. It also advises local authorities and the public, and it manages and preserves open spaces which it acquires by gift or purchase. As a registered charity it relies on voluntary support from subscriptions, donations and legacies. A quarterly magazine is produced which contains several articles, case notes etc. This source of advice may be useful with regard to the Wilderness Field.

The Countryside Charity (CPRE). Annual membership - £60.00 (Feb 2025). "CPRE exists to promote the beauty, tranquillity and diversity of rural England by encouraging the sustainable use of land and other natural resources in town and country". It is also a forceful campaigning organisation. Annual membership includes: news about the local branch and events and development in the local area, Countryside Voice magazine three times a year, half price entry to over 100 of England's finest houses and gardens, access to CPRE's password-protected members-only website.

British Toilets Association. £50 plus VAT. This is primarily an organisation that campaigns for better public toilets but they also provide consultancy and information service to members and a forum for public toilet providers, contractors, suppliers and users to share concerns and ideas and to communicate best practices.

Information Commissioner's Office Data Protection Registration – Annual Registration Fee £47 (Feb 2025) The Parish Council holds data for which the obligation to register under the Data Protection Act applies.

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Local Councils Update - Annual subscription £100 (October 2024) Monthly paper and online update on changes to legislation, consultations etc.

Survey Monkey - Annual subscription £372 (March 2025) Online survey tool that it used to conduct consultations and feedback (for example Climate Change survey).

Mail Chimp - Monthly subscription approx £19 per month. Email newsletter tool for improving communications.

A Funnell
Clerk to Lindfield Parish Council

16.05.25

Committee	Full Council
Date	22.05.2025
Item	12

Report:	REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT
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In Standing Orders a number of items are listed which should be reviewed at Annual Council meetings. One of these is the review of the inventory of land and assets. The full Asset Register is held electronically. Some of the older entries in the full register group together items such as litter bins which can make it difficult to update when items are disposed of.

ASSETS ACQUIRED BETWEEN 01/04/2023 AND 31/03/2024

Acq. Date	Code	Description	Original Cost	Current Value	Insurance Value
24/05/24	OE044	Numatic 620W Vacuum Cleaner	120.82	120.82	120.82
28/05/24	OE045	Four Swift Nest Box White	226.00	226.00	226.00
16/07/24	OF021	Blind Burnished Oak	127.91	127.91	0.00
13/09/24	OE046	Evolution AMD Ryzen 5 Mini PC	371.01	371.01	371.01
13/09/24	OE047	Evolution AMD Ryzen 5 Mini PC	371.01	371.01	371.01
13/09/24	OE048	Evolution AMD Ryzen 5 Mini PC	371.01	371.01	371.01
TOTAL			1,587.76	1,587.76	1,459.85

SUMMARY OF ASSETS BY GROUP NAME

Group	Original Cost	Current Value	Insurance Value
Allotments	10,875.75	10,859.10	6,897.99
Community Asset	852.00	852.00	19,800.09
Emergency Equipment	5,522.09	5,522.09	5,427.10
Land	1.00	2.00	0.00
Lindfield Pond	4,846.20	4,846.20	4,846.20
Office Equipment	11,371.50	11,371.50	11,371.50
Office Fixture	4,811.02	4,811.02	4,811.02
Office Furniture	5,082.09	5,082.09	4,954.18
Office Miscellaneous	731.17	731.17	55.00
Office Software	1,750.00	1,750.00	1,750.00
Outdoor equipment tools & machinery	3,597.71	3,597.71	3,341.91
Property	343,098.00	343,098.00	398,728.55
Public Toilets	33,000.00	33,000.00	33,000.00
Reference Material	221.99	221.99	221.99
Safety Equipment	11,041.20	11,041.20	11,041.20
Street Furniture	87,059.30	87,059.30	24,275.64
Wilderness Field	2,602.00	2,602.00	2,602.00
TOTAL	526,463.02	526,447.37	533,124.37

ASSETS DISPOSED BETWEEN 01/04/2023 AND 31/03/2024:

Disp. Date	Code	Description	Original Cost	Current Value	Insurance Value
24/05/24	OE005	Vacuum cleaner	127.65	127.65	127.65
10/01/25	OE002	Digital camera - Pentax Optio M20	214.86	214.86	214.86
10/01/25	OE007	Avaya telephone system from BT	1,666.40	1,666.40	1,666.40
TOTAL			2,008.91	2,008.91	2,008.91

Note: Any duplicate entry errors have been removed from calculations.

A Funnell
Clerk to Lindfield Parish Council

16.05.25

LPC Representatives on outside bodies

Group	Existing representatives
<p><u>West Sussex ALC Ltd</u> West Sussex Association of Local Councils (WSALC) represents the interests of its member Local Councils and is affiliated to the National Association of Local Councils (NALC).</p> <p>The role of the Association is to encourage, represent, advise and train its member councils and ensure that the voice of the first tier of local Government is heard across West Sussex.</p>	<p>Cllr Burns Cllr Grace</p> <p>Note WSALC events include meetings solely for Council Chairs. At these meetings, the Council Chair & Vice Chair will attend in place of our representatives.</p>
<p><u>Mid Sussex Association of Local Councils</u></p> <p>WSALC has four District Associations: Arun Chichester Horsham Mid Sussex</p> <p>Our area is Mid Sussex</p>	<p>Cllr Burns Cllr Grace</p> <p>Note WSALC events include meetings solely for Council Chairs. At these meetings, the Council Chair & Vice Chair will attend in place of our representatives.</p>
<p><u>Mid-Sussex Older People's Council</u> Mid Sussex Older People's Council (MSOPC) is a local charity who aims to reduce loneliness and isolation, and helps to open the lines of communication between older residents and the local authorities.</p>	<p>Cllr Upton</p>
<p><u>Lindfield Enterprise Park Shareholders Group</u> Lindfield Enterprise Park Ltd is the management company for the business estate our office is located on.</p>	<p>Clerk, Deputy Clerk (RFO to deputise in the absence of the Clerk and or Deputy)</p>
<p><u>Gatwick Airport Town and Parish Liaison Group</u></p> <p>Note, this group does appear to be active.</p>	<p>Cllr Wood</p>

Representatives report back to the relevant committees.

Attached is the proposed reporting form.

Action Required

The Council is asked to confirm who its representatives for the the above outside bodies should be for 2025/26.

LPC Outside Bodies Reporting Form

Cllr:

Outside body:

Event:

Date of event:

Summary of the event

LINDFIELD PARISH COUNCIL DIRECT DEBITS AND REGULAR PAYMENTS IN FORCE FOR FINANCIAL YEAR 01.04.25 - 31.03.26					FC Annual Meeting 22.05.25 Agenda item 14
NB Some of the figures quoted are from the statements received in 2024/25 and may increase for 2025/26. Amounts do not include VAT					
Risk Assessment: Full statements are received for all these items prior to payment being taken. Payments are checked on a monthly basis against the bank statements.					
	Recipient	Reason	Amount	Type	Payable
IT	Vision ICT	Website hosting & domain name, SSL certificates	£65 (.gov addresses), £263.38 website, £50 SSL certificates	INV	BI Annual / Annual
	Information Commissioner's Office	Data Protection Act registration	£47 (for year - February)	DD	Annual
	Mail Chimp	Email newsletter software	£19.24	DD	Monthly
	Process Matters 2	Data Protection Officer	£180 FY 24/25	INV	Annual
Office	Castle Water	Clock Tower House - Metered water & waste water services	FY 24/25 £165.74	DD	monthly
	British Gas Lite	Electricity - Clock Tower House	variable according to usage. FY 24/25 £3,300	DD	Quarterley
	B-9 Fire	Maintenance of Fire Alarm System at CTH	FY 24/25 £312.18	INV	Two instalments
	Phoenix	Maintenance of Fire Extinguishers at CTH	FY 24/25 £439.87	INV	Annual
	Surrey Security Systems	Maintenance of Intruder Alarm system at CTH	FY £430	INV	Two instalments
	Mid Sussex District Council	Non-Domestic Rates - Ground Floor, Clock Tower House	full small business rate relief	-	Annual
	British Telecommunications Plc	Telephone and Broadband - Clock Tower House	Regular and usage charges. FY 24/25 £2,043	DD	Monthly
	BNP Paribas Agreement (3 years)	Photocopier rental	£259.99 plus VAT quarterly <i>plus annual account service fee of £40</i>	DD	Quarterly
	Apogee Agreement number (3 years)	Photocopier service based on metered usage	Variable -approx £240 a year+ VAT	DD	Quarterly
	Tisburys	Office Cleaning	£236.59 per month	INV	on invoice
	Ian Woodhams	Window Cleaning	£22 per month (includes upstairs)	INV	on invoice
	Lindfield Enterprise Parks Ltd	Annual estate service charge	£656.50	INV	annual
WC	Suez	Waste collection service (waste & recycling)	£95.30 per month	DD	Monthly
	Healthmatic	Maintenance of the public toilets - fittings, equipment, plumbing etc	£5,546.72 FY23/24 (not including additional repairs)	INV	Annual
	Bryan Cleaning Services	Regular cleaning of public toilets	£1,260.00	SO	Monthly
	Calabash Washroom Hygiene Limited	Ladycare, air freshner and nappy/clinical units for Denmans Lane public toilets	£1,425.00	INV	Annual
	British Gas Lite	Electricity - Public Toilets	Variable according to usage - FY24/25 £529.73	DD	Monthly
	Castle Water	Water supply	Variable according to usage - FY24/25 £402.13	DD	Monthly

	Recipient	Reason	Amount	Type	Payable
WC	CJS Environmental	Sharps removal	Variable - FY 24/25	DD	Twice yearly
	Various	Toilet tissue, bulbs, soap	Variable - FY 24/25	INV	As required
	Mid Sussex District Council	Non-Domestic Rate - Public Toilets	full business rate relief	N/A	Annual
HR	WSCC Partnership	Payroll administration	Calculated per pay slip, FY 24/25 £446.32	INV	Annually
	Hymans Roberston	Ill Health Liability Insurance	Percentage of amount paid into pension fund.	INV	Monthly
Street Scene	Streetlights	Annual Maintenance Contract for streetlights	£1,229.86 (plus £116.75 additional repair charges)	INV	2 instalments
	Haywards Heath Town	Grass cutting - High Street	FY 24/25 £2,084.94	INV	Annual
	MSDC	Annual charge for dog waste bin collection (Challoner Road)	FY 24/25 £192.40	INV	Annual
	Npower	Street Lighting - Energy Charge (unmetered supply)	variable according to usage - FY24/25 £5,750.26	DD	Monthly / 2 year contract
Software	Pear Technology	Digital Mapping - annual service charge	FY 24/25 £240.00	INV	Annual
	Parish Online	Mapping software	FY 24/25 £150	INV	Annual
	Rialtas	Allotment, asset, and financial software support. End of financial year	FY 24/25 £1710	INV	Annual
	Adobe	Acrobat software	£198.96	CARD	Annual
	Survey Monkey	Online survey tool	£372	CARD	Annual
	Blackburn IT Services Ltd	Inspection app	£150	INV	Annual
Allotments	Castle Water	Allotments - Metered Water	FY 24/25 -£213.6- Note this is distorted due to large refund	DD	monthly
Loan	Public Works Loan Board	Loan repayments for Clock Tower House	£10,000.00 plus interest twice yearly - (interest reduces as balance outstanding goes down) (£21,331 for 25/26)	DD	Twice yearly
Van	Mercedes Benz Financial Services	Van rental	£195.57 per month	DD	Monthly
	Connected Kerb	EV Charging	Variable	CARD	On Demand
	Rossetts Commercials	Maintenance	Variable	INV	On Demand
Banking	Unity	Quarterly Bank Charges	£6 per month plus other transaction fees.	FEE	Quarterly
Room Hire	King Edward Hall	Charges for meeting room hire	FY 24/25 £742.40	INV	Quarterly
Publications	Kipper Creative	Lindfield Life - newsletters	FY 24/25 £1,750.00 - Proposed DD for 2025/26	INV	Quarterly & when required
Audit	Mulberry	Internal Audit	FY 24/25 £	INV	Twice yearly
	Moore	External Audit fees	FY 24/25 £630	INV	Annual

All figures are subject to year end adjustment

Committee Meeting:	Full Council
Item	19
Report of:	Parish Clerk
Meeting Date:	22 May 2025
Subject:	Proposed event

Summary

1. Members are asked to consider organising an event marking 80 years since the end of the Second World War.

Recommendation

The Council:

- a) **Agrees to organise the proposed event.**
- b) **Agrees to apply for VJ 80 funding from MSDC.**
- c) **Agrees to install bunting on High Street (noting the caveat regarding staff resources).**
- d) **Members agree to support the event by assisting on the day (setting up, attending, and clearing away).**

Proposal

2. The Parish Council will hire the Jubilee Room and the adjoining kitchen in the King Edward Hall on Saturday, 9th August. The proposed event would start at 2 pm and finish by 4:30 pm. Our actual hire time would be longer due to setting up and clearing away.
3. Our Volunteer Archivist will provide materials from the Lindfield Archive relating to the Second World War. These will be displayed on boards in the jubilee room for members of the public to look at.
4. The Royal British Legion have indicated that they would like to attend, and their members will serve tea & coffee to members of the public.
5. The Parish Council will fund the room and refreshments. The Parish Council will apply to Mid Sussex District Council for a VJ 80 grant to support the cost of the event.
6. Separately, the Parish Council will apply to WSCC for permission to install our existing bunting on the High Street. Members should note that our ability to install the bunting will depend on staff resources, as this will be over the summer holiday period and will require staff who are comfortable using ladders.
7. The event would be publicised in Lindfield Life and via our usual communication channels.

Financial

8. The Council will aim to fund the event using an external grant. Should this application be unsuccessful or additional funds are needed, then this need to be met from the Community Engagement budget or General Reserve.

COMBER'S TRUST

(Registered Charity No.1055500)

Tel [REDACTED]

[REDACTED]
LINDFIELD
WEST SUSSEX
RH16 [REDACTED]

14/04/25

Mr Andrew Funnell,
Parish Clerk,
The Lindfield Parish Council,
The Clock Tower House,
Lindfield Enterprise Park,
Lewes Road,
Lindfield,
West Sussex,
RH16 2LH.

Dear Mr Funnell,

**Joseph Comber's Charity (Comber's Trust), Lindfield, West Sussex.
Request to Lindfield Parish Council to appoint a replacement for or re-
appoint one trustee whose four year term ends on the 27 May 2025, for
this parish parochial charity.**

The current term in office as a Representative Trustee of Sue Blunden will end on 27 May 2025. So I am writing to alert you to the need for the Council to appoint one trustee to fill the coming vacancy. This has been done in the past at the Council's meeting prior to when the Trustee term ends. Comber's Trust is a registered charity supervised by the Charity Commission.

Eligibility for appointment:

There is no geographical residence nor business qualification.

Expressly the appointed trustees do not have to be serving Parish Councillors. They are appointed for Terms of four years and can be re-appointed. The trustees are not a 'committee' of the Parish Council and the administration of the charity is not to be undertaken by the Parish Council. The regulator of Comber's charity is the Charity Commission. Its trustees, once appointed, must act in the best interests of its beneficiaries. The interests of parishioners, expressed through their parish Councillors, are provided for through the appointment of trustees by the Parish

Comber's Trust is the working name of Joseph Comber, a charity registered in England and Wales, No 1055500. Its purpose is to help those in Lindfield who are in need, hardship or distress. It was founded in Lindfield in 1815.

Council.

In identifying someone to serve as a trustee:

- We are looking for someone who will be available as a matter of course to attend our two trustee Board meetings each year and that he/she is normally also available to come to any events we might arrange.
- We would like someone with suitable experience of running a charitable endeavour.
- We would like someone with a particularly wide network of acquaintances or involved with Village organisations so that he/she is likelier to come across possible beneficiaries.

Recommendation

We would like to recommend to the Council that they consider re-appointing Sue Blunden, she has expressed a wish to continue as a Trustee.

There is no immediate urgency about making the appointment. The Board of Trustees remains quorate.

Yours sincerely

Caroline Brann

Caroline Brann

Hon. Secretary

Attached:

Appendix below.

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APPENDIX

What Comber's Trust's Governing Document "Scheme" says about the appointing of trustees.

"13. *Vacancies*. Upon the occurrence of a vacancy the Trustees shall at their next meeting cause a note thereof to be entered in their minute book. Any competent Trustee may be re-appointed. (1) In the case of a vacancy in the office of Representative Trustees they shall cause notice thereof to be given as soon as possible to the Council so that a replacement Representative Trustee shall be appointed by the Council. (2) There is no requirement to fill a vacancy arising from a Co-opted Trustee ceasing to be a trustee. The body of Trustees may appoint a co-opted Trustee at any time in accordance with the provisions of Clause 10."

"7. The body of trustees shall consist of up to seven competent persons, being-
ONE Ex-officio Trustee,
THREE Representative Trustees, and.
Up to THREE co-opted Trustees."

"9. The Representative Trustees shall be appointed by the civil urban Parish Council of Lindfield. Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the appointing Council. The Chairman of the meeting shall forthwith cause the name of each person appointed to be notified to the Trustees or their Clerk or Secretary. The person appointed may be, but need not be, a member of the appointing Council. No individual shall be disqualified from being appointed a Trustee, and no Trustee shall be required to vacate that office by reason only of the fact that he has attained the age of 70 years."

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