COLEFORD TOWN COUNCIL

STANDING ORDERS

Policies
Procedures
Council Structure

2020

Preface

Some of the standing orders are compulsory as they are laid down in acts of parliament. These are printed in **bold type**. These standing orders cannot be altered.

If the words "local Councils" are used, it means parish and town Councils in England and community and town Councils in wales.

It is, of course, recognised that local Councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate.

Throughout this document "he/him" can refer to "he/she" or "him/her".

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Coleford Town Council

Standing Orders

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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c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l. A councillor may not move more than one amendment to an original or substantive motion.

m. The mover of an amendment has no right of reply at the end of debate on it.

n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q. A point of order shall be decided by the Chair of the meeting and his decision shall be final.

r. When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s. Before an original or substantive motion is put to the vote, the 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 right of reply.

t. Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

t. Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.

u. Whenever the Chair speaks during a debate all other members shall be silent.

2. Disorderly Conduct at a Meeting

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

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.

a. 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. An annual calendar of Council Meetings will be published, however there are times when meetings might need to be rescheduled, and the final agenda notice / summons that is published will be the over-riding time, date to which must be adhered.

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 at the invitation of the Chair.

f. The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 10 minutes unless directed by the Chair of the meeting.

g. Subject to Standing Order 3(f), a member of the public shall not speak for more than 3 minutes.

h. In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

i. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.

j. 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.

k. 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.

l. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

m. 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.

n. 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 absence be done by, to or before the Deputy-Chair of the Council (if there is one).

o. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Deputy-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

p. 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 casting vote whether or not he gave an original vote

See Standing Orders 4(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 vote for or against that question.

Such a request shall be made before moving on to the next item of business on the agenda.

i. The minutes of a meeting shall include an accurate record of the following:
ii. the time and place of the meeting;
iii. the names of councillors who are present and the names of councillors who are absent;
iv. interests that have been declared by councillors and non-councillors with voting rights;
v. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
vi. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
if there was a public participation session; and
vii. the resolutions made.

t. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

u. No business may be transacted at a Full Council 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. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members;

v. 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.

w. A meeting shall not exceed a period of 2 hours.

4. 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 7pm.

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. At the Full Council meeting called on the last Tuesday of each month (except in December and where a Tuesday follows a bank holiday) the meeting will commence with a 10 minute Public Forum where members of the public can raise any issue with the Council.

f. Meetings will normally be held in the Council Chamber at the Main Council Offices, although on occasions, and notified by summons/agenda may be held around the Parish.

g. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Deputy-Chair (if there is one) of the Council.

h. The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

i. The Deputy-Chair of the Council, if there is one, unless he 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.

j. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

k. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

l. Following the election of the Chair of the Council and Deputy-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 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. I. 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.

5. Committee and Sub Committees
Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
a. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
b. 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 committees or other working groups as may be necessary, and:
i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a 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 3 days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a committee, appoint the Chair of the committee;
vii. shall permit a sub-committee or working group 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;
y. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and may dissolve a committee or a sub-committee.

6. Extraordinary Meetings of the Council, Committees & Sub-Committees
a. The Chair of the Council may convene an extraordinary meeting of the Council at any time.
b. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two

councillors.
c. The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
If the Chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous Resolutions
a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 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 3 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 3 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.

c. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft Minutes

- Full Council meetings
- Committee meetings
- Sub-committee meetings If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i).

c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chair of this meeting does not believe that the minutes of the meeting of the relevant meeting, held on [date] in respect of that meeting were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e. If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible

and free of charge not later than one month after the meeting has taken place.

f. Subject to the publication of draft minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations
See also Standing Order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] or [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

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

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. Code of Conduct Complaints
Upon notification by the District or Unitary 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.

a. 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).

b. 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;
c. 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 3 days before the meeting confirming his 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 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;
x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
xii. arrange for legal deeds to be executed;
(see also Standing Order 23);
xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
xv. refer a planning application received by the Council to the [Chair or in his absence the Deputy-Chair(if there is one) of the Council] or [Chair or in his absence Deputy-Chair(if there is one) of the Planning 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 Council] or Planning Committee;
xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (see also Standing Order 23).

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

17. Accounts and Accounting Statements
a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
i. the Council's receipts and payments (or income and expenditure) for each quarter;
ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
d. The year-end accounting statements shall be prepared in accordance with proper practice and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement
a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
i. the keeping of accounting records and systems of internal controls;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works

shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

h. Accounts and Financial Statement

i. Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

ii. Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chair or Deputy-Chair of the Council.

iii. All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

i. The Responsible Finance Officer shall supply to each member as soon as practicable after 31 March in each year a statement pf the receipts and payments of the Council for the completed financial yea. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

j. Budget / Precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.

k. Resolutions on Expenditure

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

l. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members plus the Clerk or Deputy Clerk or named council representative. .

19. Handling Staff Matters

a A matter personal to a member of staff that is being considered by the Finance & Office Committee is subject to Standing Order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Finance & Office Committee, if he/she is not available, the absence occasioned by illness or other reason, than that person shall report such absence to the Finance & Officer Committee at its next meeting.

c The Chair of Finance & Office Committee, or in his absence, the Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of members of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance & Office 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 the Finance & Office Committee or, in his/her absence, in respect of an informal or formal grievance matter, this matter shall be reported back and progressed by resolution of the Finance & Office Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair of the Finance & Office Committee, this shall be communicated to another member of Finance & Office Committee, which shall be reported back and progressed by resolution of Finance & Office 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).

h. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order 22)

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 shall appoint the Clerk as the Data Protection Officer.

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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

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

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

The Council shall state the special reason for exclusion.

At all meetings of the Council the Chair may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

23. Execution and Sealing of Legal Deeds

See also Standing Orders 15(b)(xii) and (xvii).

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

b. Subject to Standing Order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

24. Communicating with District and County or Unitary Councillors

a .An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council 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.

b. If a member has a personal interest then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

c. If a member who has declared a personal interest then considers the interest to be pecuniary, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

d. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

e If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

f. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Order 13 shall apply as appropriate.

g. The Clerk shall make known the purpose of Standing Order 18 to every candidate.

h. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this standing order to every candidate.

i. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

Standing Order 18 shall apply to tenders as if the person making the tender were a candidate for an appointment.

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 6 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.

Code of Conduct and Dispensations
(see also Standing Order 3 9u)

a. Introduction
Pursuant to section 27 of the Localism Act 2011, Coleford Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.
This Code of Conduct is based on the following principles of behaviour by members:
Selflessness: you must take decisions solely in terms of the public interest. You must not do so in order to gain financial or other material benefit for yourself, your family or friends;
Integrity: you must not place yourself under any financial or other obligation to outside individuals or organisations that might influence you in the performance of your official duties;
Objectivity: in carrying out public business, including making public appointments, awarding of contracts, or recommending individuals for rewards and benefits, you must make choices on merit;
Accountability: you are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office;
Openness: you must be as open as possible about all the decisions and actions that you take and should give reasons for your decisions. Only when the wider public interest clearly demands it, should you restrict information;
Honesty: you have a duty to declare any personal interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest;
Leadership: you must promote and support these principles by leadership and example
b. Definitions
i. For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
ii. For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
iii. For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.
iv. The interests listed below are "Disclosable Pecuniary Interests", those listed in Appendix B are "Other Interests"
c. Members obligations
When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:
i. To behave in such a way that a reasonable person would regard as respectful
ii. Not act in a way which a reasonable person would regard as bullying or intimidatory
iii. Not seek to improperly confer an advantage on any person
iv. To use the resources of the Council in accordance with its requirement
v. Not disclose information which is confidential or where disclosure is prohibited by law.
d. Registration of interests
i. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he / she shall register all interests which fall within the categories set out in Appendices A and B.
ii. Upon the re-election of a member or the re-appointment of a co-opted member, he / she shall within 28 days re-register any interests in Appendices A and B.
iii. A member shall register any change to interests or new interests in Appendices A and within 28 days of becoming aware of it.

iv. A member need only declare on the public register of interests the existence - but not the details - of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.
e. Declarations of interest
i. If the interest is listed in Appendix A the member shall not participate in any discussion or vote on the matter and shall withdraw from the meeting
ii. If the interest is listed in Appendix B, the member shall withdraw from the meeting unless he wishes to speak on the matter, in which case he may do so provided that:
iii. the public are also allowed to speak, and he declares his interest he shall then withdraw from the meeting
iv. In every case where the interest is a sensitive one, it should be declared but not the nature of it.
v. Where the matter relates to a financial interest of a friend, relative or close associate he shall declare the nature of the interest and withdraw from the meeting. If he wishes to speak on the matter then sub clauses 5.2.1 & 5.2.2 apply.
f. Dispensations
On a written request made to the Council's proper officer, the Council may grant a member dispensation to participate in a discussion and vote on a matter if
i. he / she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or
ii. it is in the interests of the inhabitants in the Council's area to allow the member to take part or
iii. it is otherwise appropriate to grant a dispensation.
g. Disclosable Pecuniary interests)
Such interests of:
i. the member, or
ii. the member's spouse or civil partner, or
iii. a person with whom the member is living as husband and wife, or
iv. a person with whom the member is living as if they were civil partners'
and the member is aware that that other person has the interest

Please note:
- any person mentioned above is known as a "relevant person"
- "Member" includes co-opted member

Subject	Prescribed 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 relevant authority) made or provided within the relevant period in respect of any expenses incurred the member in carrying out duties as a member, or towards the election expenses of the member. 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence to occupy land in the area of the relevant authority for a month or

	longer
Corporate tenancies	Any tenancy where to the member's knowledge (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest
Securities	(a) Any beneficial interest in securities of a body where (b) that body (to the member's knowledge) that has a place of business or land in the area of the relevant authority; and (c) either: (i) the total nominal value of the securities exceeds £25000 or 1/100th of the total issued share capital of that body, or (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 relevant person has a beneficial interest which exceeds 1/100th of the total issued share capital of that class

Definitions

- "relevant authority" means the authority of which the member is a member
- "relevant period" means a period of 12 months ending on the day on which the member gives a notification to the Monitoring Officer of any Disclosable Pecuniary Interest.
- "body in which the member has a beneficial interest" means (a) a firm in which the member is a partner, or (b) a body corporate of which the member is a director, or (c) in the securities of which the member has a beneficial interest
- Land" excludes as easement, servitude, interest or right in or over land which does not carry with it a right for the member to occupy the land or to receive income
- "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

h. Appendix B Other Interests

Any interest which relates to or is likely to affect:

i. any body of which the member is in a position of general control or management, and to which he / she is appointed or nominated by the Council.

ii. any body:

- exercising functions of a public nature;
- directed to charitable purposes;
- one whose principle purposes includes the influence of public opinion or policy (including any political party or trade union); of which the member of the Council is a member or in a position of general control or management;

iii. any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his / her office;

Example: where a member has been appointed to a village hall committee by the Council

i All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

k Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

l Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

Financial Regulations

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders[i] and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6.A breach of these Regulations by an employee is gross misconduct.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. [The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

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

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

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

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

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

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

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

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors,shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£2500.00]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils– a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or Governance and Accountability for Local Councils in Wales - A Practitioners' Guide, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

Accounting and Audit (Internal and External)

1.16. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

1.17. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance and Office Committee].

1.18. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

1.19. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

1.20. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

1.21. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

1.22. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

1.23. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

1.24. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

1.25. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

Annual Estimates (Budget) and Forward Planning

1.26. [Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of [November] each year including any proposals for revising the forecast].

1.27. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & Officer committee and the] Council.

1.28. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

1.29. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

1.30. The approved annual budget shall form the basis of financial control for the ensuing year.

Budgetary Control and Authority to Spend

1.31. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items over £500; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.
Contracts may not be disaggregated to avoid controls imposed by these regulations.

1.32. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

1.33. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

1.34. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

1.35. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2500. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

1.36. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

1.37. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

1.38. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

1.39. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

Banking Arrangements and Authorisation of Payments

1.40. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The Council shall seek credit references in respect of members or employees who act as signatories].

1.41. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

1.42. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

1.43. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council [or Finance Committee] Meeting.

1.44. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or

c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].

1.45. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee].

1.46. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

1.47. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

1.48. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

1.49. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

1.50. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

Instructions for the Making of Payments

1.51. The Council will make safe and efficient arrangements for the making of its payments.

1.52. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

1.53. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated Committee].

1.54. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Clerk or Deputy Clerk or named council representative in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

1.55. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

1.56. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council [or Finance Committee] at the next convenient meeting.

1.57. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

1.58. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.

1.59. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

1.60. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

1.61. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

1.62. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

1.63. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

1.64. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

1.65. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

1.66. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

1.67. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for

change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.

1.68. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed.

1.69. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [finance committee]. Transactions and purchases made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].

1.70. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end.

1.71. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

Payment of Salaries

1.72. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

1.73. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

1.74. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

1.75. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;
b) by the internal auditor;
c) by the external auditor; or
d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

1.76. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

1.77. An effective system of personal performance management should be maintained for the senior officers.

1.78. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

1.79. Before employing interim staff the Council must consider a full business case.

Loans and Investments

1.80. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to

terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.

1.81. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

1.82. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the Clerk or RFO.

1.83. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

1.84. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

1.85. All investments of money under the control of the Council shall be in the name of the Council.

1.86. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

1.87. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Income

1.88. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

1.89. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

1.90. The Council will review all fees and charges at least annually, following a report of the Clerk.

1.91. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

1.92. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

1.93. The origin of each receipt shall be entered on the paying-in slip.

1.94. Personal cheques shall not be cashed out of money held on behalf of the Council.

1.95. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

1.96. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

1.97. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].

Orders for Work, Goods and Services

1.98. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

1.99. Order books shall be controlled by the RFO.

1.100. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l) below.

1.101. A member may not issue an official order or make any contract on behalf of the Council.

1.102. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

Contracts

1.103. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants acting in disputes only.

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

vii. Where it is intended to enter into a contract for the supply of goods or services the following rules will apply (all values exclusive of VAT, where this is recoverable):

(a) of value up to £1000, two quotations will be obtained unless the Council considers the work can be undertaken competitively and efficiently by a regular contractor.

(b) of value greater than £1000 up to £5000, three quotations will be obtained;

(c) of value greater than £5000 up to £15000, three quotations will be obtained and, if thought appropriate, professional opinion obtained;

(d) of value greater than £15000, three quotations will be obtained (one of which should be from the list of contractors maintained by the District Council, or other specialist) and professional opinion obtained. (This does not preclude the use of the District Council list for quotations for work of a lesser value.)

(e) Notice of a contract exceeding £15000 shall state the general nature of the intended contract and state that tenders are to be addressed to the Clerk and the last date by which those tenders should reach that person in the ordinary course of post.

b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[1].

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

c. e it is intended to enter into a contract exceeding [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
g. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
h. Any invitation to tender issued under this regulation shall be subject to Standing Order [1.103,], [2] and shall refer to the terms of the Bribery Act 2010. [
i. When it is to enter into a contract of less than [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

Payments Under Contracts for Building or other Construction Works

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

Stores and Equipment

1.107. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

1.108. 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.
1.109. Stocks shall be kept at the minimum levels consistent with operational requirements.
1.110. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

Assets, Properties and Estates

1.111. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
1.112. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
1.113. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
1.114. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
1.115. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
1.116. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

Insurance

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

Charities

1.122. 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.]

Risk Management

1.123. The Council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

1.124. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

Suspension and Revision of Financial Regulations

1.125. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

1.126. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

The Role and Remit of Subsidiary Groups
(Committees, Sub-Committees and Working Groups)

The task of each subsidiary group is to discuss monitor and implement the Coleford Neighbourhood Plan, the Town Council 4 year Plan and those relevant issues within its remit (as set out below), and to bring recommendations forward to the full Council. Recommendations made at a quorate committee meeting represent the view of the whole committee. Subsidiary groups (other than committees) have no power to take decisions on behalf of the Council, nor to bind the Council to any contract or course of action, except those specifically delegated below.

The Clerk is responsible for convening meetings, arranging for members to have copies of the relevant papers, and for inviting planning applicants to meetings of the Planning Committee. The Chairperson is responsible for reporting recommendations to the full Council.

All Councillors are able to attend committee meetings and all are open to the general public.

All subsidiary groups and committees will be reviewed annually at the annual meeting. A minimum of a 3rd of members (2 members on a membership of 5) on each committee must change.

COMMITTEES

Committee	No of members	Frequency
Finance and Office	6 members	Monthly

Responsibilities
This Committee has no decision-making responsibility and can only make recommendation to Full Council.

Finance:
- Monitoring financial systems and ensuring that Council members complete regular financial checks.
- In depth analysis of auditors (internal and external) reports and the production of an explanatory document for Full Council.
- Monitoring of budgets each quarter.
- Ensuring the Councils funds maximise their full potential.
- Producing recommendation to Council about charges which are made to the public. 2 members of the Amenities Committee part of burial charge setting.
- Reviewing all charges to the public on an annual basis in conjunction with the production of the specimen budget. 2 members of the Amenities Committee part of burial charge review.
- Producing recommendation to Council about the use of reserves.
- Producing a specimen budget for Council by mid November each year.
- To make recommendation to Council about the size of the precept.
- To ensure that all financial documentation is correct and properly presented.
- To receive training on the Council financial systems (OMEGA).
- To negotiate all contracts and make recommendation to the Council regarding grass cutting, sexton, and any other service purchased by the Council.

Office:
- To undertake the role of Coleford Town Council Human Resource Department and ensure that staff are properly treated and the rights of both Council and employees are maintained. To recommend co-option of other members where appropriate.
- The appointment of staff.
- The appraisal of staff (by nominated sub group of 3) to include firm recommendation for salary review.
- To act as the disciplinary body.
- To highlight areas of concern within employment.
- To ensure that the Council has all appropriate policies and procedures in place i.e. Equal Opportunities, Health and Safety, Lone Working ...
- To regularly review (annually) office procedures and roles – all members of Council to be involved.
- To ensure that staff have appropriate working conditions and resources to fulfil their roles.
- To ensure that staff undertake the necessary training to comply with 'Quality Council' criteria.

That the committee produce a recommended budget for the coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.

Committee	No of members	Frequency
Contract Management Committee	5 members	Quarterly

Responsibilities
- To ensure appropriate contracts are in place and signed with all key contractors
- To establish and review (at appropriate and defined intervals) key performance indicators of contractor performance
- To assign officer and member leads for each key contract
- To feedback contractor performance to the council as appropriate
- To ensure full compliance with contract specification and delivery of services

That the committee set and adhere to a recommended budget for the relevant year(s) with unique account codes for each project to be put before the Finance and Office Committee meeting.

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Committee	No of members	Frequency
Planning	6 Members	Twice Monthly

Responsibilities

- To implement and monitor the Council's Planning Policies as evident in the Coleford neighbourhood Development Plan (CNDP)
- To steer the review of the CNDP and to highlight areas of issues arising from developments to the Council and other relevant Council committees.
- To review all planning applications and make recommendation to Council using CNDP policies .
- To attend site meetings when requested.
- To attend partners/developer meetings when appropriate

This Committee has delegated authority to make decisions on behalf of the Council except where a planning application is considered to be contentious. Then the committee will either negotiate a new deadline from the Forest of Dean District Council so that the application can be referred to the monthly Full Council meeting or the committee meeting will become a Full Council meeting.

That this Committee will:

- **apply the Coleford Neighbourhood Development Plan as part of the FoDDC Local Plan;**
- **keep a monitoring eye on issues, policies and proposals which will need to be considered as part of a review of that Plan;**
- **liaise across Council Committees to monitor and as appropriate review CNDP**
- **use the Plan, including Appendices, to discuss with partners, other Town Council committees, and developers/applicants potential planning benefit associated with development;**
- **produce a monitoring report of the above at the Annual Parish meeting as in section 6 of the Plan.**

That the committee produce a recommended budget for the forth coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.

Coleford Town Council

Committee	No of members	Frequency
Bells Field Implementation (Life of the Project)	6 Members	Monthly

Responsibilities
This Committee has delegated authority to make decisions on behalf of the Council listed in the remit below.

Purpose
To manage the implementation of the Bells Field project.

To ensure that

- The project design is delivered accurately
- The project is delivered within the agreed time line
- The project is delivered within budget
- Additional funding and or sponsorship is gained where possible
- Contractors are managed effectively
- All necessary legal and statutory requirements are met
- Problems are brought to Full Council quickly
- A management plan for the project is presented to the Council at least 3 months before completion

Delegated Powers are granted if the decision is required outside the normal Council meeting cycle

- the decision is made at a Committee meeting
- a minimum of 5 members are present
- Financial Regulations are correctly applied
- the task / aspect of the project is within the stated budget
- the task / aspect does not significantly deviate from the agreed plan
- such decisions are reported immediately to the Chair of the Council & Chair of the Amenities Committee

Delegated powers will not be given

- to increase the budget of the project
- to significantly alter the agreed plan
- to appoint or dismiss contractors
- the contractor has no vote

That the committee produce a recommended budget for the coming year for its account codes to be put before Finance and Office Committee at the October / November meeting.

Committee	No of members	Frequency
Amenities	5 members	Bi-monthly (Min 4 meetings / year)

Responsibilities
This Committee has no decision-making responsibility and can only make recommendation to Full Council.

To develop the Town Council's strategy towards the use of public amenities including Town Council owned leisure facilities, the promotion of sport, and the provision for our youth and the Town Council owned cemetery in line with the Coleford Neighbourhood Development Plan and 4 year Plan.

The Town Council will provide a member of this committee as the Town Council representative on the Angus Buchanan Committee & the Christmas Lights Committee.

King George V (Pavilion and Playing Field):
- To ensure that the KGV Playing Field and Pavilion are properly maintained and conform to all relevant legislation. This latter includes CC3 Local Green Spaces and CNE2 Green Ring in CNDP. See attached map.
- To ensure that adequate facilities are provided for the user groups.
- To promote the use of the playing field by the community.
- To provide a safe environment.
- To generate income where appropriate.
- To ensure the Town Council effectively manages the users of these facilities in accordance with appropriate terms and conditions.

Town Centre (inc Clock Tower):see policies CTC3 and 4
- To ensure that the Town Centre provides a positive focus for the Parish which enables everyone to have access, whilst maintaining the character of the town
- To ensure that the Town Centre is properly maintained and conforms to all relevant legislation
- To promote the use of the Town Centre as ~~an~~ open performance space.
- To ensure any works carried out in the Town Centre take due regard of the heritage nature of the buildings and conform to listed building regulations, Conservation Area advice. (CHE1&2)
- To ensure that the Town Centre is a safe environment.
- To co-ordinate a working party to review current and future use of the Clock Tower.

~~Other~~ Open Areas, including Local Green Spaces
- To ensure that the Town Council protects open areas entrusted to its care for the benefit of the community.
- To monitor and enhance Local Green Spaces (CC3) relevant Green Ring areas (CNE2) as defined in CNDP and recommend and changes to Planning for review (see map attached and list appropriate)

Leisure & Play Areas: NB Policy CC1 and CC3 (particularly spaces 15-22, 24-30 and no. 31)

- To ensure that the Town Council provides imaginative play areas for young people of all ages.
- To ensure that play areas are safe environments that conform to relevant legislation and that RoSPA checks are completed annually.
- To work with partners, e.g. FoDDC, GCC and the Police.

- To support local play areas provided by Trusts and Charities within the Parish.

Infrastructure (e.g. Benches, Toilets and Bus Shelters):CC1, CITPA2, CE3: also note Developer Contribution List P60
- To ensure appropriate measures are put in place to risk assess and adequately maintain all infrastructures (within our control) within the Parish.
- To continually review the need for additional benches, dog waste and litter bins with the Parish.

Coleford Town Cemetery
- To ensure that the Town Council's regulations relating to burials conform to the requirements of the Home Office as described in the paper "Burial Law and Policy in the 21st Century and the cemetery management is in line with its designation as Local Green Space no. 34 (CC3)
- To ensure that memorials are kept within the sizes laid down by the Town Council and that their design and lettering is acceptable. The Town Council will reserve the right to insist that gravestones are to be brought to the Town Council office before installation so that the exact size may be checked.
- To ensure that work to all memorials is carried out in accordance with the latest recommendations and Code of Practice of the National Association of Monumental Masons.
- To ensure the provision of well-maintained and safe area for the benefit of visitors to the burial ground and to investigate any complaints made to the Town Clerk with reference to the Burial Ground and the access road leading to it.
- To recommend adequate provision to comply with the Equality's Act requirements.
- To ensure an adequate record is maintained of all burials and interment of ashes, also scattered remains.

Other provisions
- To meet as necessary with anybody or company making arrangements locally for the provision of crematoria or other similar services.

That the committee contribute to:
- **the implementation of relevant aspects of CNDP, its review and production and implementation of the 4 year Town Council Plan**
- **and produce a recommended budget for the forth coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.**

Committee	No of members	Frequency
Public Safety & Highways	5 Members	Quarterly

Responsibilities
This Committee has no decision making responsibility and can only make recommendation to Full Council

The Town Council will provide a member of this committee as the Town Council representative on the Forest Health Forum, Quarry Liaison Committee and Police Consultative Committees

General:
- To monitor related infrastructure development as part of the CNDP and contribute in this way to its review
- To have the opportunity to debate any relevant government legislation, policy changes, or other applicable consultative documents.

Health:
- To monitor and lobby for the provision of adequate Health and Dental services in line with CNDP policies, and to build partnerships with relevant bodies to help make provision sustainable.

Public Areas:
- To ensure adequate precautions are undertaken (gritting, maintenance etc) to ensure so far as is reasonably practicable the safety of the public whilst using areas that fall under the control of the Town Council.
- To risk assess public areas falling within our control.
- To work with relevant partners to ensure safe access is maintained to King George V pavilion and field.

Emergency Services:
- To monitor the level of service provision of emergency services within our parish, and to lobby against any cuts to these services.
- In particular to work closely with Gloucestershire Police to prevent antisocial behaviour within the parish.

Environmental:
- To build partnerships with Welsh Water, Severn Trent, the Environment Agency and Tarmac Western (to name just a few) to address specific long standing issues within the parish in line with CNDP policies relating to flooding, infrastructure, heritage and natural environment

Major Incident Plans:
- To understand and communicate our responsibilities under the Forest of Dean District Council Emergency Plan.
- To review, communicate and help to implement Coleford Community Emergency Plan

Highways & Road Safety :
- To implement the Council's Transport strategy in line with CNDP..
- To meet with partners FoDDC & GCC to raise transport issues in and around the Parish.
- To ensure that areas of concern are raised with the relevant bodies.
- To work with Parishioners to effectively campaign in all areas of road safety improvements and education. To liaise with the Planning and Highways Committee as applicable.

To implement the Council's policy towards providing a safe environment that is able to deal with emergencies and to ensure that the has sufficient services available
- To bring to the attention of the Council any issue relating to the emergency services

- To make recommendation to Council of disaster plans are in place
- To liaise with partner GCC, FoDDC, Ambulance, Police, Fire Service and Healthy services
- To review and monitor the Council CCTV system

That the committee contribute to:
- **the implementation of relevant aspects of CNDP, its review and production and implementation of the 4 year Town Council Plan**

That the committee produce a recommended budget for the forth coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.

Coleford Town Council

Committee	No of members	Frequency
Events & Marketing	5 Members	Quarterly

Responsibilities
This Committee has no decision making responsibility and can only make recommendation to Full Council

The Town Council will provide a member of this committee as the Town Council representative on the Forest of Dean & Wye Valley & Forest of Dean Tourist Association.

Town Events

- To provide a range of activities which promote tourism and visitors to the parish throughout the year.
- To work with all partners that provide facilities or events in the town, e.g. the Christmas Lights Committee, the Coleford Carnival of Transport, the Coleford Music Festival, The Coleford Area MCTi Partnership, Churches Together, and the Festival of Words.
- To promote the use of the Town Centre as an open performance space.
- To improve the activities available for all sections of the community
- To work with the outlying communities to provide events and activities outside the town centre
- To work with local businesses to provide a variety of cultural and entertaining events, e.g. St John St Traders Association

Town Marketing and Tourism

- To ensure that the town and town events are marketed to the wider surrounding area.
- To network with the Forest of Dean and Wye Valley Tourism Association to ensure that all content relating to Coleford is up to date and portrays the town in the best way possible
- To collect where possible data information about the visitors to the area.
- To monitor the performance of the Tourist Information Centre. (TIC)
- To maintain all TIC records of stock and sales
- To review TIC sales and promotion strategies.
- To promote Coleford and the wider area both locally and nationally.
- To enhance opportunities with St Hilaire de Riez, our twin town, and twinning association

Council Marketing

- To ensure that the activities of the Council are well published
- To ensure that the website is current and user friendly
- To ensure that an effective social media profile is maintained
- To produce when necessary a local newsletter
- To ensure that there are adequate and well used notice boards around the parish
- To promote all the Town Council assets

That the committee contribute to:

- **the implementation of relevant aspects of CNDP, CTC1, CTC3, CE1 its review and production and implementation of the 4 year Town Council Plan**
- **and produce a recommended budget for the forth coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.**

Coleford Town Council

Committee	No of members	Frequency
Regeneration	6 Members	Quarterly

Responsibilities
This Committee has no decision making responsibility and can only make recommendation to Full Council

The Town Council will encourage and allow for members of the business community and other statutory bodies to be voting members of this committee.

It is the purpose of the committee to ensure that Coleford strives to be The Pride of the Forest by

- Working with the community to improve the local economy
- Working with statutory bodies to attract investment and future development.
- To implement the aims and requirements of the Coleford Neighbourhood Development Plan
- To link in the Forest with the town more obviously to increase footfall
- To involve the community and businesses in the future development of the town
- To apply for funding for projects with the consent of the Town Council

That the committee contribute to:

- **the implementation of relevant aspects of CNDP, its review and production and implementation of the 4 year Town Council Plan**
- **produce a recommended budget for the coming year for its account codes to be put before Finance and Office Committee at its October / November meeting.**

Organisation requiring Representatives	
Halls Charity	4 Members
Citizens Advice Bureau	1 Member
Wye Valley AONB	1 Member
Forestry Commission Advisory Committee	1 Member
Quarry Liaison Committee	1 Member
Coleford Area Partnership MCTI	1 Member
Coleford Area Parish Forum	1 Member
Coleford Business Assoc	1 member
The Angus Buchanan VC Memorial Ground	1 Member
Bells Foundation	2 Members
Forest Health Forum	1 Member
FODDC Planning Site Committee	Any Members of the Planning Committee
Forest of Dean Community Safety Partnership	1 Member
Gloucestershire Playing Fields Committee	1 Member
Gloucestershire Market Towns Forum	1 Member
Gloucestershire Rural Transport Pship	1 Member
Forest of Dean & Wye Valley Tourist Assoc.	1 Member

Town Council Policies and Procedures

Complaints Procedure

The Complaints Committee to comprise the Chairperson or Vice Chairperson of the Council, and at least two other Councillors. All members to be entitled to attend with minimum of three required to consider the complaint.

Before the Meeting

1. Complainant requested to submit his complaint in writing to the Clerk, or, if they prefer, to the Chairperson
2. Clerk to acknowledge receipt of the complaint and advise the date when the matter will be considered by the Council
3. Clerk to invite complainant to a meeting, bringing with them such representatives as they wish
4. Not less than 10 clear working days prior to the meeting, the Council and complainant to exchange copies of documentation to be used as evidence / defence at the meeting.

At the Meeting

1. The meeting shall not be open to the public
2. Chairperson to explain procedure
3. Complainant to outline grounds for complaint
4. Complainant questioned by the Council
5. Council to state the Council's position
6. Council questioned by the complainant
7. Any further points to be raised by both sides
8. If decision to be made at meeting:

8.1 Complainant asked to leave the meeting while Council discusses the matter

8.2 Complainant asked to return to be advised of Council's decision, or to be advised when decision will be made

9. If decision not to be made, complainant to be advised when decision will be made.

After the Meeting

1. Decision advised / confirmed to complainant in writing within 10 working days of the meeting, together with details of any action to be taken. Complaint and decision reported to full Council at next meeting.

Coleford Town Council

Complaints Policy

It is the policy of Coleford Town Council to ensure that any complaints made about the Council's administration and procedures are dealt with efficiently fairly and in line with the law.

1. This policy sets out procedures for dealing with any complaints that anyone may have about Coleford Town Council's administration and procedures. It **also** applies to the Town Council's employees.
Complaints against policy decisions made by the Council shall be referred back to Council [A12 of the Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees/ Councillors is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully and directly in the first instance. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the Clerk to the Council he or she should be advised to put it to the Chair of Council/Mayor.
4. (a) On receipt of a written complaint the Chair of Council/Mayor or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
(b) Where the Clerk to the Council or the Chair of Council/Mayor receives a written complaint about the Clerk to the Council's own actions, he or she shall refer the complaint to the Chair of Council/Mayor. The Clerk to the Council shall be notified and given an opportunity to comment.
(c) If a written complaint is made about the conduct of the Council as a whole this will be ~~immediately~~ referred to the monitoring officer of the District Council, or if there is an interest there, to the monitoring officer of another local Council
5. The Clerk to the Council or Chair of Council/Mayor shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chair of Council/Mayor shall bring any written complaint that has not been settled to the next meeting of the Finance and Office Committee. The Finance and Office Committee shall assess whether the Complaint Committee shall be formed (see following) and make recommendation to Council. If required the Complaints Procedure will be instigated.
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next full Council meeting after the advice has been received.

Coleford Town Council

COMPLAINTS PROCESS ACTION PLAN

	Action	Date	Initial
Written complaint received	Acknowledge		
4a Notify the complainant(s) and give opportunity to comment	Try to settle complaint directly		
4b where either clerk or Chair receives complaint against them, refer to other and	opportunity be given to comment		
If such complaint then disposed of,	Clerk/Chair reports to next meeting of the Council		
Finance and Office	discuss whether Complaint Committee shall be formed and make recommendation to Council		
Full Council consider (may that should be in absence of press or public) but	Any decision should be announced at a Full Council meeting in public		
	Complainant to be informed of decision		
Council will defer dealing with it only if issues of law or practice require advice	Complaint will be dealt with at next meeting after advice received.		
If complaints committee proceeds			
Complaint in writing received	Complaint acknowledged. Advise date when Council will consider		
Invite complainant to a meeting with reps as wish			
Not less than 10 working days before meeting date, exchange with complainant evidence docs			
At a meeting where no press/public allowed			
Chair explains procedure			
Complainant outlines grounds for complaint			
Complainant answers questions from Council			
Council outlines their position			
Council answers questions from complainant			
Any further points from both parties			
If decision to be made at meeting	Complainant asked to leave while matter discussed		
	Complainant asked to return for decision		
– – ------- QR-	Complainant informed when decision will be made	- -	
Decision advised within 10 working days of meeting Reported to next Full Council			

Disciplinary Procedure

Purpose And Scope

This procedure is designed to help and encourage all Town Council employees to achieve and maintain high standards of conduct whilst at work or representing the Council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

PRINCIPLES

a) No disciplinary action will be taken against an employee until the case has been fully investigated

b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.

c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.

d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.

e) An employee will have the right to Appeal against any disciplinary penalty imposed.

f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the Council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed Council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct:**

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the Council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the Council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol

- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the Council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the Council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the Council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the Council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 Informal Action

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Finance & Office Committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 Formal Action

3.3.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the Council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the Council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct..

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an Appeal hearing.

3.5 SUSPENSION

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the Council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the Council will be maintained although access to premises, equipment or systems may be denied.

The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and Appeal panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to Appeal against a disciplinary decision should inform the Mayor or Chair of the Finance & Office committee within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members of a neighbouring authority – the Appeal hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the Appeal hearing. The outcome of the Appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. The companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 HEARING PANELS

The Council will establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or Appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 NOTE-TAKING

A note-taker will be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the Council or individual Members. The Council, in line with ACAS advice, will place the

disciplinary matters on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances two disputes will be heard concurrently however specialist advice will be sought if this arises.

3.11 **CRIMINAL CHARGES OR CONVICTIONS**
If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG
Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding any an uplift of an award against the Council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

THE GRIEVANCE PROCEDURE

It is the policy of Coleford Town Council to resolve any grievance as swiftly and fairly as possible. The Council will act in accordance with the law and the rules of natural justices and will uphold the human rights of those involved.

The Grievance Policy Document

1. The aim of Coleford Town Council Grievance Policy is to resolve any grievance as swiftly and fairly as possible.
2. The procedure will be operated in accordance with the Employment Act 2000 (dispute resolution).
3. The Council will deal with any matter relating to employment with the exception of the outcome of disciplinary proceedings.
4. Employees have the right to be accompanied by a person of their own choosing who may speak on your behalf, ask questions, but not answer questions put to you.
5. Employees and their companion/representative will be provided with any materials, papers, etc. necessary to make their case.
6. The Council will make every effort to accommodate any person who has special needs if we are advised of the situation.
7. Employees will have the right of appeal against a decision to the appeals panel.

The Proceedings
1. Employees should make their grievance known in writing to the Chairperson of Council.
2. The time and place of the hearing must be notified and agreed with adequate time to prepare and attend.
3. It should not be at some venue that is particularly inaccessible.
4. Provision should be made for any person with a disability or whose first language is not English.
5. The proceeding should not be interrupted for any reason (Health &Safety excepted).
6. The person accompanying the employee should be notified.
7. The person accompanying the employee must be given time off to attend.
8. A written record of the proceedings must be kept.
9. The procedure must be the same for all employees.
10. The proceedings should not be held in quasi-judicial language or process but be simple to follow and understand.
11. The proceedings should be timely. (Justice is not served by allowing the matter to hang fire).
12. By agreement to allow for an impartial external facilitator to be engaged in the proceedings.
13. Any employee who presents with a grievance will be encouraged in the first place to resolve the matter, by informal discussion with the Town Clerk or Chairperson. This will form part of an implied process in the Employment Act 2002 aimed at achieving conciliation if possible.

14. The Race Relations (Amendment) Act 2000 all employers should note the necessity of making every effort to ensure the equality of every aspect of the procedure for any person who is of ethnic origin other than English. Under the provisions of the Act all Local Councils have a General Duty to comply. As colleagues will be aware that extends to the collection of statistics and completing returns on an annual basis. Any employing Council that did not make every effort to comply with the Act would be in a potentially very serious breach. The possibility is a complaint either to an Employment Tribunal or to the Equal Opportunities Commission.
15. When every aspect has been explored the appropriate remedial action, if justified, should be taken. This may mean making changes to procedures, working practices or the behaviour of others. The Town Clerk will ensure that what is agreed to be done is seen to be done

16. The Town Clerk will ensure that the cost implications are considered so that not too much time elapses before making clear what is expected. That solutions are agreed and publicised. That results are monitored and that a full record is kept and that lessons are learnt for the future.
17. The Employment Act 2002 allows for the way in which Employment Tribunals work. A corollary of this is that a 3-Stage or 2-Stage process before bringing a case to them is required of an employer/employee. This means a full internal process takes place within the Council to try and sort out problems and reconcile differences before the matter reaches the stage of a Tribunal hearing.
18. The Town Clerk is to ensure that he and the Chairperson are fully trained and adequately prepared. The penalties for getting it wrong range from embarrassing to disastrous for a Council. The maximum award for unfair/constructive dismissal could be as high as £53,500, plus the damage to reputations. Further, even the initial presentation stage at an Employment Tribunal could result in unnecessary cost. Under the Employment Act 2002 a Tribunal will have the power to - in effect – fine an employer up to £5000 (or for that matter an employee) who does not bring their case following the proper procedure and properly prepared and presented.

Equal Opportunities Policy

It is the policy of Coleford Town Council to provide equal opportunities to all its employees irrespective of their gender, race, ethnic origin, age, nationality, national origin, sexual orientation, religion, marital status or social class. This Council is opposed to all forms of unlawful and unfair discrimination.

Coleford Town Council will ensure that all employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Coleford Town Council
Our Commitment

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all levels of management from the top and has been agreed with employers (National Association of Local Councils) and employees (Society of Local Council Clerks) representative bodies and trade unions.
- The policy will be monitored and reviewed annually.

The Law
The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997

Coleford Town Council

Training & Development Policy

Aim

The Council recognises that training and development for Councillors and employees is a major investment in its ability to deliver effective products and services and will seek to create a culture of continuous development.

It will:-

1. Provide adequate training budgets to achieve its objectives.
2. Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
3. Provide the necessary opportunities, resources and support to enable employees to attain and maintain the required knowledge, skills and abilities.
4. Include all forms of learning designed to improve the performance, abilities and potential of Councillors and employees.
5. Where appropriate, be involved in Government initiatives.
6. Ensure that the training and development activities are based on the system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives.
7. Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to identified needs. Clear reference to training will be included in the equal opportunities policy.
8. The appraisal system for employees will address training and development needs and set annual targets.
9. Induction training will be provided for all newly elected Councillors and additional specific training will be on-going, either in-house or out-sourced. Training records for Councillors will be maintained in support of the Quality Council re-accreditation.
10. Councillors and employees will have responsibility to apply positive attitudes and actions to their development and to assist the Town Council's policies, Plans and achievements.

Coleford Town Council

Health and Safety Policy

It is the policy of Coleford Town Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, instruction, training and supervision as they need for this purpose.

Health and Safety Procedure

1. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
2. The Town Clerk will keep the policy up-to-date, particularly as the Council's activities change in nature and size. To ensure this, the policy will be reviewed every year by the Office Sub - Committee. Risk Assessment is a continuing process, but shall form part of the Committee's annual review.
3. The Town Clerk shall assume overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act. The Town Clerk is responsible for this policy being carried out at all the Council's premises. These include the following areas: Council Offices, Cemeteries, Play Areas, Bus Shelters
4. All Councillors, volunteers and employees have the responsibility to co-operate with the Town Clerk and partners to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever a Councillor or employee notices a health or safety problem which they are not able to put right, they must tell the Town Clerk as soon as possible.
6. The Accident Record Book is kept in the Council Offices. Accidents shall be reported to the Town Clerk who will record them in the Accidents Record Book.
7. The First Aid Boxes are kept
   In the Council Office
   No 4 Lords Hill
   In the Pavilion at the King George V Playing Field

The appointed person responsible for these boxes is the Deputy Clerk or named council representative.

Risk Assessment

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on every employer to make a 'suitable and sufficient assessment 'of the risks to which his employees are exposed while they are at work, and of any risks to members of the public (customers, clients, visitors, guests, passers-by) who may be affected by the way in which he conducts his business or undertaking. The purpose of this assessment is to identify the measures the employer needs to take to comply with the restrictions and prohibitions imposed upon him by or under extant health and safety legislation. Risk assessment is mandatory under each of the following Regulations:

- the Management of Health and Safety at Work Regulations 1999
- the Provision and Use of Work Equipment Regulations 1998
- the Fire Precautions (Workplace) Regulations 1997
- the Construction (Health, Safety and Welfare Regulations) 1996
- the Chemicals (Hazard Information and Packaging for Supply) Regulations 1996
- the Manual Handling Operations Regulations 1992
- the Personal Protective Equipment at Work Regulations 1992
- the Health and Safety (Display Screen Equipment) Regulations 1992
- the Workplace (Health and Safety Welfare) Regulations 1992
- the Electricity at Work Regulations 1989

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

The Town Clerk or in her absence the Deputy Clerk or named council representative is responsible for undertaking risk assessments, making reports to the Council and having oversight of any measures including training, which are put into place to ensure compliance with the regulations and good practice.

CCTV Policy

This Policy is to control the management, operation, use and confidentiality of the CCTV system at Coleford Town Council.
It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.
The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection;
- subject to guidance on good practice;
- examples of how to implement the standards and good practice.

It is the policy of this Council to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both throughout the town and outside Lydney Town Hall;
- to assist all "emergency services" to carry out their lawful duties.

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Town Council notice board at least 3 clear days before Council meetings.
The elected Town Council retains overall responsibility for the scheme

Coleford Town Council

Environmental Policy

It is the policy of Coleford Town Council to minimise its impact on the environment in its capacity as an employer and service provider, and as such is committed to protecting and enhancing the environment by ensuring that environmental impact is considered when any decision of the Council is taken in line with CNDP and the 4 year Plan. Please see policies in Natural Environment, Heritage and Infrastructure, transport and pedestrian Access in particular.

Whilst recognising the need for sustainable, essential development and the provision of quality public amenities and services the Town Council will seek to protect the environment and to preserve its heritage (including undesignated heritage value and views).

Our Commitment
The Town Council will

1. **Minimise its impact on the local environment by**
- Ensuring that the Town Council planning policy as shown in CNDP is adhered to at all times.
- Complying with all environmental legislation and other environmental requirements.
- Ensuring that the use of harmful pesticides and chemicals is avoided.
- Purchasing goods and services from environmentally accredited sources wherever possible.
- Supporting the protection of green field sites, strategic gaps and open spaces from development.(see CNE policies, The Green Ring in particular)
- Supporting the conservation of trees, hedgerows, ponds and streams.
- Work with its partners to reduce the impact of noise and light pollution on the parish.
- Being aware of the visual impact of development on the parish including the installation of telecommunication masts.

2. **Minimise its consumption of energy by**
- Using energy saving options.
- Ensuring that all future projects incorporate sustainable energy sources.
- Ensuring that all buildings and premises are adequately insulated.
- Not leaving any equipment on standby.

3. **Minimise its waste by**
- Recycling all paper, cardboard, glass and plastic.
- Using the minimum amount of paper and maximising the use of electronic communication.
- Promoting the use of compost bins at local amenities, e.g. the cemetery and recreation ground.
- Ensuring that recycled materials are used wherever possible such as recycled paper and if not, unbleached paper.
- Encouraging the town to become a plastic bag free zone.
- Conserving water wherever possible.

4. **Minimise its travel footprint by**
- Employing local traders and contractors wherever possible
- Purchasing goods as locally as possible
- Travelling together to training or other civic events
- Promoting cycling, public footpaths and public transport.(CITPA policies)

Coleford Town Council

Planning Policy

Aim
Coleford Town Council is committed to the growth and shaping of the town by ensuring that all development reflects the policies contained in CNDP, being in character meeting the needs of the community.

Policy
The Planning Policy of this Council is as set out in the Coleford Neighbourhood Development Plan made in October 2018, version 1. That this document needs to be regularly reviewed on a 5 year rolling basis.

Tourist Information Centre
Volunteer Policy

1. Coleford Town Council strives to create a diverse and inclusive team within a diverse and inclusive community. Therefore we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment of our volunteers in all our policies and practices.

2. Insofar as Coleford Town Council benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures the needs of both parties are met.

3. Coleford Town Council values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.

4. Volunteers with Coleford Town Council are fully protected by the organisation's public liability and personal accident insurance.

5. Coleford Town Council will reimburse out of pocket expenses for travel and parking on all volunteering days. These should be reclaimed on a monthly basis.

6. Coleford Town Council endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.

7. The Town Clerk is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaints or grievances. At times the Town Clerk may be assisted by a Councillor designated to oversee the running of the Tourist Information Centre. The Town Clerk will inform the Council's Finance and Office Committee of any complaints or grievances that require their involvement to resolve.

8. Coleford Town Council implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in the process confidentially.

9. Volunteers will be provided with a written letter of welcome, which outlines expectations and responsibilities of both the volunteer and Coleford Town Council.

10. Where possible Coleford Town Council will seek to standardise the hours an individual volunteers on a weekly or monthly basis. In all instances the needs of the volunteer will be met.

The Code of Recommended Practice for Local Authorities on Data Transparency

Introduction and application

1. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under Section 2 of the Local Government, Planning and Land Act 1980 to issue a Code of Recommended Practice (The Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.

2. The Code sets out key principles for local authorities in creating greater transparency through the publication of public data. The Code does not replace or supersede the existing legal framework for access to public sector information provided by the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Re-use of Public Sector Information Regulations 2005 and INSPIRE Regulations 2009. Following this Code should help local authorities to meet these obligations to achieve the routine publication of more data to enhance accountability to the public.

3. The Code applies in England only.

Definitions

4. In this Code:

• 'the Act' means the Local Government, Planning and Land Act 1980;

• 'local authority' means:

- A county Council
- A district Council
- A parish Council which has gross annual income or expenditure (whichever is the higher) of at least £200,000
- A London borough Council
- The Common Council of the City of London in its capacity as a local authority or police authority
- The Council of the Isles of Scilly
- A National Park authority for a National Park in England
- The Broads Authority
- The Greater London Authority so far as it exercises its functions through the Mayor
- The London Fire and Emergency Planning Authority
- Transport for London
- The London Development Agency
- A fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority)
- A police authority, meaning:
  (a) a police authority established under section 3 of the Police Act 1996
  (b) the Metropolitan Police Authority
- A joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport)
- Joint waste authorities, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007
- An economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- A combined authority established under section 103 of that Act
- Waste disposal authorities, i.e. an authority established under section 10 of the Local Government Act 1985
- An Integrated Transport Authority for an integrated transport area in England

Scope

5. Greater transparency of public bodies is at the heart of enabling the public to hold politicians and public bodies to account. Where public money is involved there is a fundamental public interest in being able to see how it is being spent, to demonstrate how value for money has been achieved or to highlight inefficiency. Publication of data should also be used to open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets.

6. 'Public data' therefore means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. This should be the basis for publication of information on the discharge of local authority functions. Public data will generally not include personal information. Public data can only include personal information if disclosure would not contravene the Data Protection Act, and disclosure of personal information should be necessary to meet a legitimate public interest.

Principles

7. The following principles should underpin local authority decisions on the release of public data. Local authorities should respond to best practice as it develops. This requires a proactive approach to review and pursue higher standards.

Demand-Led

8. There are growing expectations that new technologies and publication of data should support transparency and accountability. Local authorities should not pre-determine the value of their public data and the level of public demand; rather they should understand what they hold, what their communities want and then release it in a way that allows the public, developers or the media to use it. This may involve users combining it with data from other sources to create new information.

9. The Freedom of Information Act 2000 requires local authorities to operate a publication scheme approved by the Information Commissioner's Office that sets out information that must be routinely published. Local authorities must comply with these requirements.

10. Local authorities should build and maintain an inventory of the public data that they hold so that people are able to know what is available to them. If public data would be released under Freedom of Information it should be included in the inventory. As this inventory is highlighted to the widest possible audience demand should grow and local authorities should expect to publish more.

11. These inventories should be registered on data.gov.uk to support a single point of access for all public data from national and local government.

12. As a minimum, the public data that should be released are:

- Expenditure over £500, (including costs, supplier and transaction information). Any sole trader or body acting in a business capacity in receipt of payments of at least £500 of public money should expect such payments to be transparent.
- Senior employee salaries, names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff. 'Senior employee salaries' is defined as all salaries which are above £58,200 and above (irrespective of post), which is the Senior Civil Service minimum pay band. Budgets should include the overall salary cost of staff reporting to each senior employee.
- An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts.
- The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.
- Councillor allowances and expenses.
- Copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector.

- Grants to the voluntary community and social enterprise sector should be clearly itemised and listed.
- Policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position.
- The location of public land and building assets and key attribute information that is normally recorded on asset registers and
- Data of democratic running of the local authority including the constitution, election results, committee minutes, decision - making processes and records of decisions.

Open

13. Provision of public data should become integral to local authority engagement with residents so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to residents and other interested persons.

14. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The Open Government Licence published by The National Archive should be used as the recommended standard. Where any copyright concerns exist with public data these should be made clear.

15. Publication should be in open and machine-readable formats. The recommended 5 step journey to a fully open format is:

* Available on the web (whatever format) but with an open license
** As for one star plus available as machine-readable structured data (e.g. Excel instead of image scan of a table)
*** As for two star plus use a non-proprietary format (e.g. CSV and XML)
**** All the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL21) and
***** All the above plus link your data to other people's data to provide context.

16. Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy Red Book 2 – Managing the Risk of Fraud – Actions to Counter Fraud and Corruption.

Timely

17. The timeliness of making public data available is often of vital importance. It should be made published as soon as possible following production even if it is not accompanied with detailed analysis. Where practical, local authorities should seek to publish in real time.

18. Public data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. Instead, publication should be used to help address any imperfections and deficiencies. This concerns errors in data accuracy not errors in redacting personal data, which is covered below. The best way to achieve this is by having robust information management processes in place.

19. Where errors in public data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Meta data on data.gov.uk should be amended accordingly.

Exclusions and Exemptions

20. Local authorities must comply with the law on data protection, and so must not release data if that would contravene the Data Protection Act 1998 or sections 100A, 100B or 100F LGA 1972. Where information would fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, INSPIRE Regulations 2009 or falls within Schedule 12A LGA 1972 then it is in the discretion of the local authority whether or not to rely on that exemption or publish the data. However, the

Government believes that local transparency can be implemented in a way that complies with the Data Protection Act.

Powers and Duties of Parish Councils

ROLES AND RESPONSIBILITIES

1. Roles, duties and responsibilities of chair, Councillors, clerk and Council

To explain the roles, duties and responsibilities of The Clerk

The role of the Clerk is that of Executive Officer. It is through the Clerk and by his actions that the Council's decisions are implemented; he is responsible for all aspects of the administration, he is the line manager of other staff employed by the Council, he is responsible for guiding and offering advice to the Council and its members on procedural and legal aspects of their work and policy making.

Duties include agenda setting jointly with the Chairperson, arranging, advertising and minuting meetings and distributing those minutes as appropriate. The Clerk will deal with all communications with the Council, whether by letter, e mail or telephone, he will operate a PAYE system for employees, manage the Council's finances, produce reports as requested for the Council and its sub-committees, supervise contractors, liaise with other agencies as required.

The Clerk's responsibilities are to the Council as a whole, not to individual Councillors. He should ensure that the Council and its members operate within the law, promote the Council within the community and ensure the Council's business is undertaken efficiently and effectively.

To explain the roles, duties and responsibilities of Councillors as individuals

The role of Councillors as individuals is to act impartially for the benefit of the electorate as a whole.

Councillors have a duty to complete a Declaration of Acceptance of Office, register their interests, sign up to the Code of Practice and not to do anything which would bring the Council into disrepute. They have a duty to abide by the Council decisions even if they did not vote in favour of them; they have a duty to attend all meetings and send apologies (with reasons) if unable to attend.

Councillors have shared responsibility for the financial management of the Council.

To explain the roles, duties and responsibilities of the Chair

The office of Chair is created by statute (LGA 1972,s 15) and the role is one of leader of the Council. He is entitled to express his own views in meetings and also has the authority to direct the Council when necessary.

His duty is to conduct meetings which allow expression of all points of view, which keeps discussion relevant and to the point. Together with the Clerk he must ensure all actions of the Council are lawful and undertaken with the minimum of delay. He should ensure that interests are declared where appropriate and that there is no improper influence brought to bear on members.

His responsibilities are to ensure that when matters are discussed at meetings members are sufficiently well informed, that the meetings are quorate and that any possible uncertainties are clarified prior to discussion and decision taking.

To explain the roles, duties and responsibilities of the Council

The Council is a legal 'corporate' body, entirely separate from but comprising its members.

The Council has a duty to appoint a Chair, a Clerk, a Responsible Financial Officer (often this will be the Clerk) and an Internal Auditor. It must convene an Annual Meeting of the Council in addition to at least a further three meetings each year. Further meetings must be convened if requested by the Chair, or by any two members.

The Council has a duty to consider all relevant matters brought before it in a proper manner; to make informed judgements, decisions and recommendations and, by instruction to the Clerk, to implement the same.

The Council has responsibilities towards its employees under Health and Safety legislation and may take responsibility for the provision and/or maintenance of (for example) open spaces (Open Spaces Act 1906 ss. 9 & 10), allotments (Smallholdings & Allotments Act 1908 s. 23), public clocks (Parish Councils Act 1957 s. 2), village halls (Local Government Act 1972 s. 133), footpaths (Highways Act 1980 ss. 43, 50), litter bins (Litter Act 1983 ss. 5 & 6), and may appoint school governors.

Function	Powers & Duties	Statutory Provisions
Allotments	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	Smallholdings & Allotments Act 1908, ss 23, 26 and 42
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss 221, 222, 223 and 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s.214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1; Local Government Act 1972, s.215(6)
Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s.4; Parish Councils Act 1957
Bye Laws	Power to make bye-laws in regard to pleasure grounds Cycle Parks Baths and Washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s.164; Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198
Charities	Duties re parochial charities	Charities Act 1993 s. 79
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed Churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Commons and common pastures	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	Enclosure Act 1845; Local Government Act 1894, s.8(4); Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to spend money on various crime prevention measures	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to repair and maintain public footpaths and bridle-ways Power to light roads and public places Provision of litter bins Power to provide parking places for	Highways Act 1980, ss.43, 50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5, 6 Road Traffic Regulation Act 1984, ss.57,

	vehicles, bicycles and motor-cycles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters, and omnibus shelters Consent of parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to district Councils as to protection of rights of way and roadside wastes Power to provide traffic signs and other notices Power to plant trees etc. and to maintain roadside verges	63 Highways Act 1980, ss.30, 72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47, 116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961. S.11
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
Litter	Provision of receptacles	Litter Act 1983, ss.5, 6
Lotteries	Powers to promote	Lotteries and Amusement Act 1976, s.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s.260 Public Health Act 1875, s.164
Open spaces	Power to acquire land and maintain	Open Spaces Act 1906, ss.9 and 10
Parish Property and Documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Postal and telecommunications facilities	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained providing post or telegraph office or telecommunication facilities	Post Office Act 1953, s.51; Telecommunications Act 1984, s.97
Public buildings and village hall	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972, s.133
Public Conveniences	Power to provide	Public Health Act 1936, s.87
Recreation	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools	Public Health Act 1875, s.164 Local Government Act 1972, Sched.14 para.27 Public Health Acts Amendment Act 1890, s.44 Open Spaces Act 1906, ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976, s.19 Public Health Act 1961, s.54
Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to contribute to organisations encouraging tourism	Local Government Act 1972, s.144
Traffic Calming	Powers to contribute financially to traffic calming schemes	Local Government and Rating Act 1997, s.26
Transport	Powers to spend money on community transport schemes	Local Government and Rating Act 1997, s.26-29
War memorials	Power to maintain, repairs, protect and	War Memorials (Local Authorities'

	adapt war memorials	Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water there from	Public Health Act 1936, s.125

Glossary
Definition of Terms

Town Mayor
The Chair of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the Chair, and in particular, has no implications for his conduct in meetings.
(In the following pages the word "Chair" includes "Town Mayor" and the word "Deputy Town Mayor". In addition, where appropriate use of the word "he" is to include the meaning "she".)

Town Clerk:
The role of Town Clerk is to ensure that the Council as a whole conducts its business Properly and to provide independent, objective and professional advice and support.

Responsible Finance Officer:
The Town Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Proper Officer:
The Local Government Act 1972 makes provision for certain officers to be designated by their employing authority as the "Proper Officer" to carry out particular functions under various Acts of Parliament. The Clerk/Town Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's proper officer. The clerk will be totally responsible for ensuring that the instructions of the Council in its function as a Local Authority are carried out. The Clerk / Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Annual Council Meeting:
If elections are in May, first meeting will be the Annual Council meeting of the Full Council. This is where the first business is to elect a Chairmen (Mayor), and Deputy Chairmen (Mayor) and to appoint members of each committee, and representatives to other bodies the Town Council serve on.

Annual Assembly:
The Annual Parish Meeting is called by the Chair and the Clerk to report to its electorate on what it has accomplished in the preceding year

'In-Committee':
This is a facility where the Town Council are able to exclude the public and press, when items for discussion relate to staff matters, contracts, financially sensitive matter and legal matters. The Council should not just exclude people just because an item is controversial.

Quorum:
A quorum is the minimum number of members necessary to conduct the business of that committee or Council meeting

Freedom of Information Act 2000 – Publication List

January 2009

Information available from Coleford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - 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	Town Council window Notice Board Hard copy – contact Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Town Council Window, Notice Board Hard copy – contact Clerk	Free Free
Location of main Council office and accessibility details	See contact details below	---
Staffing structure	Town Council Window, Notice Board Hard copy – contact Clerk	Free Free
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	Town Council Window, Notice Board Hard copy – contact Clerk Hard copy – contact Clerk	Free Free
Finalised budget	Hard copy – contact Clerk	Free
Precept	Hard copy – contact Clerk	Free Free
~~Borrowing Approval letter~~		
Financial Standing Orders and Regulations	Hard copy – contact Clerk	Free Free
Grants given and received	Hard copy – contact Clerk	Free Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Hard copy – contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Coleford Town Council

Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	Free
~~Quality status~~		
~~Local charters drawn up in accordance with DCLG guidelines~~		
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)	Town Council Window, Notice Board Hard copy – contact Clerk Hard copy – contact Clerk	Free Free
Agendas of meetings (as above)	Town Council Window, Notice Board Hard copy – contact Clerk Hard copy – contact Clerk	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	Free Free
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	Free Free
Responses to consultation papers	Hard copy – contact Clerk	Free Free
Responses to planning applications	Hard copy – contact Clerk	Free Free
~~Bye-laws~~		
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	} } Web site	£4 Free

Code of Conduct Policy statements	} Hard copy } – contact Clerk}	Free Free
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 – contact Clerk Web site Hard copy – contact Clerk Hard copy – contact Clerk	 Free Free Free Free Free
~~Information security policy~~		
~~Records management policies (records retention, destruction and archive)~~		
~~Data protection policies~~		
~~Schedule of charges)for the publication of information)~~		
Class 6 – Lists and Registers - Currently maintained lists and registers only		
~~Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)~~		
Assets Register	Hard copy – contact Clerk	Free
~~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)~~		
Register of members' interests	Inspection, on request to Clerk	Free
Register of gifts and hospitality	Inspection, on request to Clerk or District Council	Free
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		
~~Allotments~~		
Burial grounds and closed churchyards	Hard copy, contact Clerk	Free
Community centres and village halls	Hard copy, contact Clerk	Free

Parks, playing fields and recreational facilities	Hard copy, contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy, contact Clerk	Free
Bus shelters	Hard copy, contact Clerk	Free
~~Markets~~		
Public conveniences	Hard copy, contact Clerk	Free
~~Agency agreements~~		
~~A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)~~		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter, delivered to every household in the parish	Web site, hard copy	Free

Contact details:

Ms Annie Lapington By prior appointment 10.00 – 16.00 Monday – Friday
Clerk to Coleford Town Council
No 1 The Town House T 01594 832103
Lords Hill Walk E ctcoffice@colefordtownCouncil.gov.uk
Coleford Glos GL16 8BD W www.colefordtowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

[i] Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils
[ii] In England - Accounts and Audit (England) Regulations 2011/817 In Wales - Accounts and Audit (Wales) Regulations 2005/368