



MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

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

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

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

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- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in

the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he 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 their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the**

- **vote, and in the case of an equality of votes may exercise their casting**
- **vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

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

t The minutes of a meeting shall include an accurate record of the following:

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

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

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

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

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

x The first meeting of the evening shall not conclude any later than one hour after commencing unless it is the only meeting of the evening. All subsequent meetings shall not conclude after 10.30pm.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-

- committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council**

resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 50% of 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 10 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 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i to correct an inaccuracy in the draft minutes of a meeting;
 - ii to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or**

personal data without legal justification.

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair 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 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 FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below 60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the performance review sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the council or, if he is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the performance review sub-committee at its next meeting.
- c The chair of the performance review sub-committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the performance review sub-committee, and then subsequently the council.
- 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 council or in their absence, the vice-chair of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of performance review sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of council, this shall be communicated to another member of the performance review sub-committee, which shall be reported back and progressed by recommendation of the grievance panel, and then subsequently the council. .
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 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.

TAVERHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 8 December 2025.

1. General

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

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

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

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year (along with a forecast for the following three financial years), taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of December each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a

precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council or committee. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed every 2 years for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on those accounts.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be checked by two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, the Clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. A printout of the transaction confirming that the payment has been made shall be appended to the signed approval list for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and included within the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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

8. Cheque payments

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

9. Payment cards

- 9.1. 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 relevant committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £300 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash of £150 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

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

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

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

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

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

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

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

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

12. Loans and investments

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

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

- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that the VAT is recorded correctly in the council's accounting software and at quarterly intervals a VAT return is produced from the accounting software. The RFO submits the VAT Return by the due
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

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

is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

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

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

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

18. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

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

TAVERHAM PARISH COUNCIL

GRANT AWARDING POLICY

Taverham Parish Council will consider applications for grants from charities, voluntary groups or community organisations.

All applications will be considered by Full Council at its December meeting each year. The deadline for the applications is 21 November.

To qualify for an award, the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish as a whole, or such a number of parishioners as the Council considered commensurate with the sum requested.

In determining the eligibility of an application, the Council will refer to the following guidelines:-

Applications will be considered for the following purposes:

1. For the purchase of equipment, either in part or in full.
2. For training activities, including the cost of transport, an outside trainer, instructor or facilitator.
3. For activities which raise the profile of the local area.
4. For the running costs of a viable group which is experiencing a temporary period of hardship.
5. For the start-up costs of new community groups.
6. For hosting special events or celebrations.
7. For the provision of recreational activities/facilities

Conditions of Funding

- Applications to support individuals or schools will not be considered
- The Council will not fund activities which it considers to be the responsibility of any statutory authority
- Applications from private organisations operated as a business or to make a profit will not be considered
- The Council will not fund activities which are outside its powers and functions
- On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year
- A request letter detailing how the funding will benefit local residents along with the organisations' latest audited accounts is a requirement of application. Costs of the activity or item for which the grant is required must be included in the request letter
- Each application will be assessed on its own merits
- Funding must be used for the purpose stated in the application. The Council may request evidence to this effect: failure to produce such evidence, if requested may result in the applicant being required to repay the grant sum
- The applicant organisation is required to have a bank account in its own name
- If approved by the Council, the grant will be paid by BACS. It must be acknowledged promptly by the organisation, stating the amount received.
- If the applicant is unable to use the grant for the stated purpose within 12 months of receipt, the monies must be repaid to the Council
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate

TAVERHAM PARISH COUNCIL

ENVIRONMENTAL AND BIODIVERSITY POLICY

1. Policy Statement

- 1.1 Taverham Parish Council recognises that a high-quality environment plays an important role in promoting the wellbeing of its Parishioners. The Council will seek to protect and enhance our local environment, for the benefit of present and future generations of residents; and to set a positive example in the way it manages its own activities.

2. Objectives

- 2.1 To manage the green spaces in the Council's ownership or control in a manner that promotes and protects biodiversity.
- 2.2 To support our community in enjoying their local environment in a responsible and sustainable way.
- 2.3 To carry out our own work, either directly or through contractors, in a way that minimises its adverse impact on our environment.
- 2.4 To reduce the amount of waste the Council produces and use renewable and recycled materials whenever possible.
- 2.5 To ensure that we use energy responsibly in all our operations, working towards reducing our carbon footprint in the long term through the use of renewable energy sources.
- 2.6 To dispose of all waste we produce through safe and responsible methods, in compliance with relevant environmental legislation.

3. Actions to Achieve Policy Objectives

- 3.1 Provided that we can meet our criteria for quality and value-for-money, we will -
 - Actively seek to source materials locally and to appoint local contractors, whenever possible;
 - Specify the use of reclaimed or recycled materials, where these are appropriate and available;
 - Consider, over the longer term, the potential for Council owned premises to use alternative energy systems, financed either by borrowing or by grants available under initiatives such as the Renewable Heat Incentive Scheme.
- 3.2 We will increase awareness of energy efficiency amongst employees and encourage energy-conserving behaviour, e.g. switching off lights that aren't needed, switching off equipment rather than leaving it on standby, ensuring taps are switched off, etc.
- 3.3 We will support initiatives which encourage residents to travel in a more sustainable way, e.g. using public transport, car-sharing, cycling or walking.
- 3.4 We will continue to lobby for measures which improve pedestrian/cyclist safety in our parish, with particular emphasis on safe routes to schools and to recreation facilities, so that our children can reap the resultant social and health benefits in the safest possible environment.
- 3.5 We will support initiatives to promote and improve the Council's allotments to provide opportunities for residents to "grow their own" and to pass on their knowledge, experience and enthusiasm to younger generations.
- 3.6 We will continue to support local recycling schemes and facilities within the parish.
- 3.7 Our Planning Committee will consider water-related issues when making comment on planning applications, in addition to the more longstanding issues of noise and light pollution and the loss of trees.
- 3.8 We will continue to support –
 - Initiatives to reduce vandalism, graffiti and litter in our parish;

- Events which foster a sense of community;
 - Schemes which help young people to feel valued within our community and able to make a positive contribution towards its wellbeing.
- 3.9 We will follow best practice and good husbandry in the management of open spaces and woodlands, ensure contractors are competent to do so and have the requisite qualifications, certification or experience. Where appropriate, a copy of the contractor's own Environmental Policy will be requested.
- 3.10 Where the use of chemical is necessary, contractors will be required to confirm that they will not be using any chemicals identified in the UK "Red List" or EC "Black List"
- 3.11 We will continue to arrange events in our woodlands which encourage families - and young people in particular - to take part in tree-planting and other activities, so that they learn to appreciate, respect and cherish these vital community assets.
- 3.12 We have demonstrated our commitment to protect the land which we hold on our residents' behalf, by entering into a Deed of Dedication with Fields in Trust for all of our open spaces and woodlands. The Deed guarantees that the land will survive intact, in perpetuity, for the benefit of our local community. The Council shall, as a matter of course, consider deeding to Fields in Trust all newly-acquired public open space, recreational and sporting facilities as soon as these are transferred into Council ownership.

RELEVANT LEGISLATION RELATING TO THE ENVIRONMENT

The Natural Environment and Rural Communities Act 2006

From October 2006, every public authority must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. This Act means that town and parish councils can spend funds on conserving biodiversity.

Climate Change and Sustainable Energy Act 2006

This Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy and efficiency.

Clean Neighbourhoods and Environment Act 2005

This Act extends the statutory offence of dropping of litter and enables town and parish councils to authorise officers to serve fixed penalty notices for the litter offence under section 88 of the 1990 Environmental Protection Act; gives town and parish councils the power to issue fixed penalty notices for graffiti and fly-posting offences; and allows town and parish councils to create offences relating to the control of dogs (replacing the Dogs (Fouling of Land) Act 1996).

Duty of Care (Waste)

The Duty of Care covers any business that produces or disposes of waste and requires the business to ensure that any waste produced is handled safely and in accordance with the law.

PESTICIDES ON THE UK “RED LIST” AND EC “BLACK LIST”

In 1989, the Department of the Environment compiled the “Red List” of chemicals as part of a policy to reduce environmental pollution. The list was developed by considering factors such as the toxicity, persistence and bio-accumulation characteristics of each compound. The list is added to over time. The current list is as follows:

Insecticides/Acaricides

Aldrin
Azinphos-methyl
DDT, DDD, DDE
Dichlorvos
Dieldrin
Endosulfan
Endrin
Fenitrothion
Gamma-HCH (lindane)
Malathion

Fungicides

Hexachlorobenzene
Tribtlylin compounds (also algicidal)
Mercury compounds
Triphenyltin compounds

Herbicides

Atrazine
Simazine
Trifluralin

General

Cadmium compounds
Carbon tetrachloride
1,2-Dichloroethane
Hexachlorobutadiene
Pentachlorophenol
Polychlorinated biphenyls
Trichlorobenzene

The following chemicals are under consideration for inclusion on the “Red List” and are therefore best avoided:

Insecticides/Acaricides

Azinphos-ethyl
Demeton-O
Dimethoate
Fenthion
Mevinphos
Parathion

Nematicides

1,3-Dichloropropene

Herbicides

Chloroacetic acid
2,4-D
Linurin
Pyrazon

Fungicides

Biphenyl

Thoughts on pesticides – Treecology - 7/2/26

1) Introductory summary:

Pesticides, including glyphosate, are harmful to soil, plants, insects, birds, aquatic life and mammals, including humans.

Using pesticides to control 'weeds' is almost always unnecessary.

Sprayed vegetation looks ugly.

Non-pesticide alternatives exist, ranging from 'do nothing', mechanical control (mowing / strimming), foam sprays, simple compounds (salt, vinegar).

Growing numbers of members of the public disapprove of pesticide spraying.

Growing numbers of local and national authorities have banned the use of pesticides on their land, including a significant number of entire countries.

Glyphosate is the pesticide used by TPC contractors. It is a non selective herbicide used to kill vegetation in 'unwanted' places. Such places, in the TPC area, are typically around street furniture and other objects that emerge from paved or grassed surfaces (lamp posts, bollards etc). It has also been applied around the bases of trees though this practice has, reportedly, been stopped. It is also applied along the margins between mown grassed areas and paths that run through or by it.

It is used, supposedly, to control vegetation in places inaccessible to mowing machinery (though in practice it is often used where mowing machinery could easily do the same job, eg: along path edges bordering grass). Where bollards, benches etc present obstacles, strimmers could easily do the same job.

Questions relating to whether glyphosate is harmful are being asked at an increasing pace, and the answers all tend in the direction of YES. It has been found to be harmful to beneficial soil bacteria and fungi; to soil organisms such as worms; to aquatic life of all kinds; to birds and to the ecological richness of environments local to its use generally. There is mounting evidence (which has been accepted in many countries and states within countries) that it is harmful to human health, and to the health of other mammals.

It seems clear that glyphosate should not be used unless there are no feasible alternatives.

2) Alternatives:

Not using herbicides at all: is the use of herbicides to kill 'unwanted' vegetation actually necessary or beneficial?

How much is merely a matter of perception (eg: people complaining about 'weeds') and how much vegetation control is actually necessary in order to maintain public land at a reasonably acceptable level of tidyness? I would ask whether the fact that a growing number of people dislike the chemical killing of grass and weeds ought to be given equal weight to the opinions of those who prefer nothing to be more than a few millimetres high or, preferably, not there at all?

Let's look at some specific examples of herbicide use on TPC land:-

Around benches / around posts / around/along fences / along path edges / around trees / along kerb lines / on joints & cracks in hard surfaces.

In all cases, alternatives exist, ranging from avoiding management at all (eg: around trees); managing by occasional strimming (around obstacles such as posts, benches etc); managing by conventional mowing equipment (margins between paths and grass).

What happens when spraying isn't done.



...compared to after spraying



How much chemical weed control is really necessary? I say very little indeed.

Possibly useful in certain situations where vegetation is found to be emerging through cracks or joints in hard surfaces, where, if left uncontrolled, damage could be caused to the surface through growth of plants / roots. In practice, this is rarely a problem: it could be problematic on special surfaces such as tennis courts, or, very rarely, on asphalt paths that are breaking up.

In such cases, effective alternatives to herbicides are available.

The only situations where use of herbicides is necessary are in control of extremely problematic plants such as Japanese knotweed, where other methods of control tend to be ineffective and where control is of great importance. I know of no examples of Japanese knotweed on TPC owned land.

Glyphosate use can also be justified where it is necessary to kill tree stumps, to prevent regrowth. This is rarely necessary: where it is, it is best carried out by the contractor responsible for the tree removal. A high strength neat glyphosate solution is applied directly to the freshly cut stump.

Otherwise, it simply isn't necessary – alternatives are both simple and equally effective, with the positive advantages that (in no particular order)

- (a) there is no ugly orange, then yellowing tell tale
- (b) no harm is caused to the soil or to organisms living in the soil
- (c) risk of harm to higher life forms (birds and mammals, including pet dogs) is removed
- (d) risk to human health is removed
- (e) risk to aquatic life (eg: through runoff into drains that end up in rivers, or directly into streams and ditches) is removed.

3) Alternative methods:

Path edges – where grass & path surfaces are +/- at same level, just mow right over the interface! Spraying in such situations is frankly ridiculous. It only adds time to the job (running over the margins with the mower deck does the trick in one pass); it looks terrible; it introduces harmful chemicals to the local environment without any need or gain.

Same applies in situations where path surfaces are below or above level of adjoining grass (rarely if ever the case): grass can still be cut with the mower by driving it on the path / grass with cutter deck overlapping.

Showing typical grass / path interface spraying...



The two photos above are both in Thorpe Marriott and both show clear examples of situations where spraying is completely unnecessary. Mower decks overlapping the interface will cut the grass perfectly. An example of non-spraying grass / path management (Mokyll Croft)



Why is spraying ever used along such margins? It is simply not necessary.

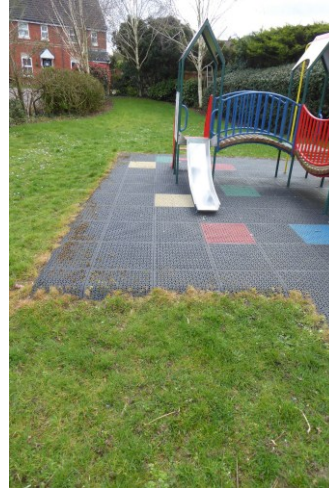
Posts / bollards etc -

- (a) let it grow! Does it matter? A narrow fringe of tall grass and 'weeds' can look attractive and offer habitat for insects. But if it is deemed to matter...
- (b) cut once or twice per season using nylon cord trimmer. Cordless trimmers of professional quality are very good nowadays – no need to keep starting and stopping a petrol engine. They are

small and can easily be carried on mowing machines. Same applies to benches, fences etc.

Cracks / joints in hard surfaces: alternatives to herbicide include salt, vinegar (high strength acetic acid); hot foam etc. The hot foam method is successfully employed in many local authority areas, in such situations. Does TPC possess many hard surfaced areas where 'weeds' are a problem? If so, I hope it will look into the foam spray method?

Some more photos: The Drove play area (2024)



The Drove play area (2024). Toddlers could easily come into skin contact with freshly applied chemical (the tell-tale yellowing takes at least a week to show)

An ordinary mower & 10 seconds with a strimmer would have made a better job here....



4) Conclusion

TPC – please join the enlightened parish councils, local authorities, cities and nations which have led the way towards a much more wildlife and human (and animal) health friendly approach to land management, and ban the use of chemical herbicides on your land. Yes, there may be a few complaints but people complain when roads are closed for repairs and when trees are planted on 'their' grass verges – it's too bad, such things are necessary for the benefit of the whole community. Those who are upset will soon get used to seeing 'weeds' grow a foot high before they're strimmed.

Ceasing chemical spraying will improve the ecological quality of the parish and remove the risk of harm to wildlife, pets and people. It shouldn't even entail any extra expense – in fact, a small saving is possible (chemicals are expensive and it takes as much time to apply them as it does to hop off a mower and strim around obstacles).

Thank you for giving this matter your careful consideration.

Taverham Parish Council Performance Review Committee

Terms of Reference

1. Purpose

The Performance Review Committee is established by the Parish Council to support good governance, continuous improvement, and effective risk management. The Committee reviews the Council's performance annually, examines the robustness of internal audit arrangements, and reviews or drafts policies for recommendation to the Parish Council. The Committee has **no delegated budget** and **no decision-making powers**. All recommendations must be referred to the Parish Council for approval.

2. Responsibilities

2.1 Annual Performance Review

- Reviewing the Council's overall performance against its objectives, priorities, and statutory duties.
- Assessing progress on key projects, service delivery, and governance commitments.
- Identifying areas for improvement and making recommendations to the Parish Council.

2.2 Policy Review and Development

- Reviewing existing Council policies to ensure they remain current, lawful, and effective.
- Drafting new or updated policies for consideration by the Parish Council.
- Ensuring policies support good governance, transparency, and compliance with statutory requirements.

2.3 Risk Management

- Reviewing the Council's corporate risk register and assessing whether risks are being effectively identified, monitored, and mitigated.
- Considering whether risk management arrangements are proportionate, up-to-date, and aligned with best practice.
- Making recommendations to the Parish Council on risk controls, mitigation measures, or areas requiring further attention.

2.4 Internal Audit and Internal Control

- Reviewing the effectiveness of the Council's internal audit arrangements, including scope, independence, and outcomes.
- Considering whether internal control procedures are robust and operating effectively.
- Ensuring recommendations from internal audit reports have been clearly understood and implemented.

2.5 Reporting

- Providing Minutes and recommendations to the Parish Council following each meeting.
- Highlighting any areas of concern, emerging risks, or governance issues requiring Council attention.

3. Delegated Authority

The Performance Review Committee is authorised to:

- Review performance, policies, risk management, and internal audit arrangements on behalf of the Parish Council.
- Prepare reports and recommendations for consideration by the Parish Council.
- Request information or documentation from the Clerk necessary to fulfil its remit.

The Committee may not:

- Approve expenditure (as it has no delegated budget).
- Make decisions on behalf of the Parish Council.
- Commit the Council to any action or financial obligation.

- Amend or adopt policies, risk registers, or audit responses — these must be approved by the Parish Council.

4. Membership

- The Committee shall consist of a minimum of **3 Parish Councillors**, appointed annually at the Annual Meeting of the Parish Council.
- The Parish Council may appoint **non-councillor members** in an advisory, non-voting capacity if appropriate.
- The Chairman of the Parish Council shall be the Chairman of the Committee.
- The Vice-Chair will be appointed by the Council at the Annual Council Meeting.
- The Committee may elect a Vice-Chair if the current councillor holding that position steps down.

5. Quorum

- The quorum shall be **3 voting members**, being no less than one-third of the total voting membership and not fewer than three councillors.

6. Meetings

- The Committee shall meet **at least once annually**, with additional meetings scheduled as required.
- Meetings will be convened in accordance with the Parish Council's Standing Orders.
- Agendas and minutes will be published in line with statutory requirements and the Council's transparency commitments.

7. Working Groups

- The Committee may establish time-limited working groups to support specific policy reviews or governance projects.
- Working groups may include non-councillors but may not make decisions; they report back to the Committee.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required to reflect changes in legislation, governance, or operational needs.

Date of adoption:

Taverham Parish Council Planning Committee

Terms of Reference

1. Purpose

The Planning Committee is established by the Parish Council to consider and respond to planning applications, consultations, and strategic planning matters affecting the Parish. The Committee has no delegated budget and operates within the powers granted by the Parish Council.

Its role is to provide timely, informed, and representative comments to the Local Planning Authority (LPA) and to advise the Parish Council on wider planning issues.

2. Responsibilities

2.1 Planning Applications

- Reviewing and considering all planning applications referred to the Parish Council by the Local Planning Authority.
- Assessing applications against national and local planning policy, material considerations, and community impact.
- Submitting comments, observations, or recommendations to the LPA within statutory deadlines.

2.2 Planning Consultations

- Considering consultations and submitting responses on planning policy, development frameworks, neighbourhood plans, and other strategic planning documents.

2.3 Community and Stakeholder Engagement

- Considering representations from residents, businesses, and community groups on planning matters.
- Encouraging public awareness of significant planning issues affecting the Parish.
- Liaising with neighbouring parishes, where appropriate, on cross-boundary planning matters.

2.4 Reporting

- Providing Minutes to the Parish Council after each Committee meeting.
- Referring matters outside the Committee's remit or requiring Council approval to the Parish Council.

3. Delegated Authority

The Parish Council delegates to the Planning Committee the authority to:

- Consider **all** planning applications referred to the Parish Council by the Local Planning Authority.
- Submit the Parish Council's comments, observations, or recommendations on **all planning applications**, provided these are recorded in the Committee's minutes.
- Respond to planning consultations where the Committee's view is consistent with established Council policy.
- Make recommendations to the Parish Council on major, strategic, or contentious planning matters where a full Council decision is necessary.

The Committee may not:

- Approve expenditure (as it has no delegated budget).
- Commit the Council to any financial obligation.
- Make decisions that conflict with Council policies, Standing Orders, or statutory requirements.
- Determine the Parish Council's position on planning policy matters that require full Council approval.

4. Membership

- The Committee shall consist of a minimum of **7 Parish Councillors**, appointed annually at the Annual Meeting of the Parish Council.
- The Parish Council may appoint **non-councillor members** in an advisory, non-voting capacity.
- The Chair and Vice-Chair will be appointed by the Council at the Annual Council Meeting.
- The Committee may elect a Chair and/or Vice-Chair if the current councillor holding that position steps down.

5. Quorum

- The quorum shall be **3 voting members**, being no less than one-third of the total voting membership and not fewer than three councillors.

6. Meetings

- Meetings shall be held at least monthly, with sufficient frequency to meet planning consultation deadlines.
- Meetings will be convened in accordance with the Parish Council's Standing Orders.
- Agendas and minutes will be published in line with statutory requirements and the Council's transparency commitments.

7. Working Groups

- The Committee may establish time-limited working groups to support specific planning projects or policy reviews.
- Working groups may include non-councillors but may not make decisions; they report back to the Committee.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required to reflect changes in legislation, governance, or operational needs.

Date of adoption:

Taverham Parish Council Recreation Committee

Terms of Reference

1. Purpose

The Recreation Committee is established by the Parish Council to oversee the management, maintenance, and development of the Parish's play areas, parks, and open spaces. The Committee is delegated authority to make decisions relating to these assets within the budget and powers granted by the Parish Council.

2. Responsibilities

2.1 Play Areas

- Overseeing the safety, maintenance, and inspection regime for all Parish Council play areas.
- Commissioning repairs, replacements, and improvements within the approved budget.
- Ensuring compliance with relevant safety standards (e.g., RoSPA guidance).
- Reviewing and recommending upgrades, new equipment, or redesigns.

2.2 Open Spaces

- Managing the Parish's parks, green spaces, amenity land, and natural areas.
- Overseeing grounds maintenance, grass cutting, tree works, and biodiversity initiatives.
- Ensuring open spaces are safe, accessible, and well-maintained.
- Supporting environmental enhancement projects such as planting schemes, habitat creation, and community involvement.

2.3 Finance and Budget

- Managing the Committee's delegated annual budget.
- Authorising expenditure within that budget in accordance with the Council's Financial Regulations.
- Monitoring income and expenditure and reporting variances to the Parish Council.
- Recommending future budget requirements to the Parish Council.

2.4 Procurement and Contract Management

- Procuring goods and services in line with the Council's Procurement Policy.
- Managing contracts for grounds maintenance, inspections, tree works, or other services.
- Ensuring contractors meet required standards and performance expectations.

2.5 Policies and Compliance

- Ensuring compliance with health and safety legislation, risk management procedures, and environmental regulations.
- Maintaining and reviewing policies relating to play area safety, open space management, and public use.
- Reporting significant risks, incidents, or compliance issues to the Parish Council.

2.6 Community Engagement

- Encouraging community use and stewardship of open spaces.
- Working with local groups, volunteers, and schools on environmental or recreational projects.
- Responding to public feedback and making recommendations to the Parish Council where appropriate.

2.7 Reporting

- Providing Minutes to the Parish Council after each Committee meeting.
- Referring matters outside the Committee's delegated authority to the Parish Council for decision.

3. Delegated Authority

The Parish Council delegates to the Recreation Committee the authority to:

- Make decisions relating to the management, maintenance, and operation of play areas and open spaces.
- Approve expenditure within the Committee's allocated budget.
- Enter into contracts for works or services up to the financial limits set in the Council's Financial Regulations.
- Approve routine operational policies relating to play areas and open spaces.

The Committee may not:

- Commit the Council to expenditure beyond its delegated budget.
- Dispose of land or enter into long-term leases or licences.
- Make decisions that conflict with Council policies, Standing Orders, or statutory requirements.
- Approve capital projects or major investments without full Council approval.

4. Membership

- The Committee shall consist of a minimum of **3 Parish Councillors**, appointed annually at the Annual Meeting of the Parish Council.
- The Parish Council may appoint **non-councillor members** (e.g., community representatives or volunteers) in an advisory, non-voting capacity.
- The Chair and Vice-Chair will be appointed by the Council at the Annual Council Meeting.
- The Committee may elect a Chair and/or Vice-Chair if the current councillor holding that position steps down.

5. Quorum

- The quorum shall be **3 voting members**, being no less than one-third of the total voting membership and not fewer than three councillors.

6. Meetings

- Meetings shall be held **as required**, with a minimum of **3 meetings per year**.
- Meetings will be convened in accordance with the Parish Council's Standing Orders.
- Agendas and minutes will be published in line with statutory requirements and the Council's transparency commitments.

7. Working Groups

- The Committee may establish time-limited working groups to support specific projects or areas of work.
- Working groups may include non-councillors but may not make decisions; they report back to the Committee.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required to reflect changes in legislation, governance, or operational needs.

Date of adoption:

DRAFT

Taverham Parish Council Sports Committee Terms of Reference

1. Purpose

The Sports Committee is established by the Parish Council to oversee, manage, and develop the Parish's sports facilities and associated activities. The Committee is delegated authority to make decisions relating to the operation, maintenance, improvement, and strategic use of the Parish's sports sites, within the budget allocated by the Council.

2. Responsibilities

The Committee is responsible for:

2.1 Sports Sites Management

- Overseeing the day-to-day management, maintenance, and safety of all Parish Council sports sites.
- Ensuring facilities are fit for purpose, accessible, and compliant with relevant legislation and guidance.
- Commissioning repairs, maintenance, and improvement works within the approved budget.
- Managing bookings, usage arrangements, and access policies for sports facilities.

2.2 Strategic Development

- Recommending long-term improvements and investment priorities for sports facilities.
- Supporting community engagement and encouraging participation in sport and physical activity.
- Working with local clubs, schools, and organisations to promote effective use of facilities.

2.3 Finance and Budget

- Managing the Committee's delegated annual budget.
- Authorising expenditure within that budget in accordance with the Council's Financial Regulations.
- Monitoring income and expenditure and reporting variances to the Parish Council.
- Making recommendations to the Parish Council for future budget requirements.

2.4 Contracts and Procurement

- Procuring goods and services in line with the Council's Procurement Policy.
- Managing contracts relating to sports site maintenance, groundskeeping, or facility operation.
- Ensuring contractors meet required standards and performance expectations.

2.5 Policies and Compliance

- Ensuring compliance with health and safety legislation, safeguarding requirements, and risk management procedures.
- Maintaining and reviewing policies relating to sports facility use, hire charges, and operational procedures.
- Reporting any significant risks, incidents, or compliance issues to the Parish Council.

2.6 Reporting

- Providing Minutes to the Parish Council after each Committee meeting.
- Referring matters outside the Committee's delegated authority to the Parish Council for decision.

3. Delegated Authority

The Parish Council delegates to the Sports Committee the authority to:

- Make decisions relating to the management, maintenance, and operation of sports sites.
- Approve expenditure within the Committee's allocated budget.
- Enter into contracts for works or services up to the financial limits set in the Council's Financial Regulations.

- Set and review hire charges for sports facilities and Hinks Meadow Hall.
- Approve routine operational policies relating to sports sites.

The Committee may not:

- Commit the Council to expenditure beyond its delegated budget.
- Dispose of land or enter into long-term leases or licences without full Council approval.
- Make decisions that conflict with Council policies, Standing Orders, or statutory requirements.

4. Membership

- The Committee shall consist of a minimum of **3 Parish Councillors**, appointed annually at the Annual Meeting of the Parish Council.
- The Parish Council may appoint **non-councillor members** (e.g., representatives of sports clubs or community groups) in an advisory, non-voting capacity.
- The Chair and Vice-Chair will be appointed by the Council at the Annual Council Meeting.
- The Committee may elect a Chair and/or Vice-Chair if the current councillor holding that position steps down.

5. Quorum

- The quorum shall be **3 voting members**, being no less than one-third of the total voting membership and not fewer than three councillors.

6. Meetings

- Meetings shall be held **as required**, with a minimum of **3 meetings per year**.
- Meetings will be convened in accordance with the Parish Council's Standing Orders.
- Agendas and minutes will be published in line with statutory requirements and the Council's transparency commitments.

7. Working Groups

- The Committee may establish time-limited working groups to support specific projects or areas of work.
- Working groups may include non-councillors but may not make decisions; they report back to the Committee.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required to reflect changes in legislation, governance, or operational needs.

Date of adoption:

Taverham Parish Council Woodlands Committee

Terms of Reference

1. Purpose

The Woodlands Committee is established by the Parish Council to oversee the stewardship, conservation, and sustainable management of the Parish's woodland areas and associated natural habitats. The Committee is delegated authority to make decisions relating to woodland maintenance, biodiversity, and environmental enhancement within the budget and powers granted by the Parish Council.

2. Responsibilities

2.1 Woodland Management

- Overseeing the maintenance, safety, and long-term health of all Parish-owned woodland areas.
- Commissioning tree works, habitat management, and ecological surveys within the approved budget.
- Ensuring compliance with relevant legislation, including tree safety, wildlife protection, and environmental regulations.
- Maintaining up-to-date management plans and inspection records.

2.2 Biodiversity and Conservation

- Supporting and promoting biodiversity through appropriate habitat creation, restoration, and management.
- Developing and reviewing woodland management plans that balance recreation, conservation, and sustainability.
- Encouraging environmentally responsible practices, including invasive species control and protection of sensitive habitats.
- Working with ecological specialists where required.

2.3 Public Access and Recreation

- Ensuring woodland paths, entrances, and signage are safe, accessible, and well-maintained.
- Managing public access in a way that protects wildlife and habitats while supporting responsible recreation.
- Reviewing opportunities for interpretation boards, educational trails, or community engagement initiatives.

2.4 Finance and Budget

- Managing the Committee's delegated annual budget.
- Authorising expenditure within that budget in accordance with the Council's Financial Regulations.
- Monitoring income and expenditure and reporting variances to the Parish Council.
- Recommending future budget requirements, including long-term investment in woodland management.

2.5 Procurement and Contract Management

- Procuring goods and services in line with the Council's Procurement Policy.
- Managing contracts for arboricultural works, ecological surveys, grounds maintenance, or specialist services.
- Ensuring contractors meet required standards and comply with environmental and safety regulations.

2.6 Policies and Compliance

- Ensuring compliance with legislation relating to trees, wildlife, habitats, and public safety.
- Reporting significant risks, incidents, or compliance issues to the Parish Council.

2.7 Community and Stakeholder Engagement

- Working with local volunteer groups, conservation organisations, schools, and residents to support woodland projects.

- Encouraging responsible community involvement in habitat management and environmental education.
- Responding to public feedback and making recommendations to the Parish Council where appropriate.

2.8 Reporting

- Providing Minutes to the Parish Council after each Committee meeting.
- Referring matters outside the Committee's delegated authority to the Parish Council for decision.

3. Delegated Authority

The Parish Council delegates to the Woodlands Committee the authority to:

- Make decisions relating to the management, maintenance, and conservation of woodland areas.
- Approve expenditure within the Committee's allocated budget.
- Enter into contracts for works or services up to the financial limits set in the Council's Financial Regulations.
- Approve routine operational policies relating to woodland and habitat management.

The Committee may not:

- Commit the Council to expenditure beyond its delegated budget.
- Dispose of land or enter into long-term leases or licences.
- Approve capital projects or major investments without full Council approval.
- Make decisions that conflict with Council policies, Standing Orders, or statutory requirements.

4. Membership

- The Committee shall consist of a minimum of **3 Parish Councillors**, appointed annually at the Annual Meeting of the Parish Council.
- The Parish Council may appoint **non-councillor members** (e.g., volunteers, conservation specialists, or community representatives) in an advisory, non-voting capacity.
- The Chair and Vice-Chair will be appointed by the Council at the Annual Council Meeting.
- The Committee may elect a Chair and/or Vice-Chair if the current councillor holding that position steps down.

5. Quorum

- The quorum shall be **3 voting members**, being no less than one-third of the total voting membership and not fewer than three councillors.

6. Meetings

- Meetings shall be held **as required**, with a minimum of **3 meetings per year**.
- Meetings will be convened in accordance with the Parish Council's Standing Orders.
- Agendas and minutes will be published in line with statutory requirements and the Council's transparency commitments.

7. Working Groups

- The Committee may establish time-limited working groups to support specific projects or areas of work.
- Working groups may include non-councillors but may not make decisions; they report back to the Committee.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required to reflect changes in legislation, governance, or operational needs.

Date of adoption:

DRAFT

Taverham Parish Council

GDPR Policy

1. Introduction

The Parish Council is committed to protecting the personal data it holds and ensuring it is used lawfully, fairly, and transparently. This policy explains how the Council complies with:

- The **UK General Data Protection Regulation (UK GDPR)**
- The **Data Protection Act 2018**
- The **Freedom of Information Act 2000** (where relevant)
- The **Local Government Act 1972** (record-keeping and publication duties)
- The **Local Audit and Accountability Act 2014** (transparency and inspection rights)
- The **Transparency Code for Smaller Authorities**

This policy applies to all councillors, employees, contractors, and volunteers who handle personal data on behalf of the Council.

The Parish Council is the **Data Controller**, as defined in Article 4(7) UK GDPR.

2. What is Personal Data?

Personal data is defined in Article 4(1) UK GDPR as any information relating to an identifiable living person. Examples include:

- Names, addresses, email addresses, phone numbers
- Photographs or CCTV images
- Bank details or payment information
- Opinions or comments linked to an identifiable person
- Information about complaints, service requests, or correspondence
- Employment or volunteer information

Some personal data is classed as **special category data** under Article 9 UK GDPR (e.g., health information, political opinions). The Council only collects this where absolutely necessary and with appropriate safeguards.

3. How the Council Collects Personal Data

The Council collects personal data when individuals:

- Contact the Council by email, phone, letter, or online
- Complete forms, surveys, booking requests, or applications
- Attend Council events or use Council facilities
- Apply for a job, contract, or volunteer role
- Provide information to councillors in their official capacity
- Submit comments on planning applications or consultations

We may also receive information from third parties, such as:

- Other local authorities
- Contractors working on our behalf
- Public bodies (e.g., Electoral Services under the Representation of the People Regulations)

The Council always aims to collect the minimum amount of data needed to carry out its statutory functions.

4. How the Council Uses Personal Data

The Council uses personal data to fulfil its statutory duties and functions under:

- The **Local Government Act 1972**
- The **Localism Act 2011**
- The **Local Government Finance Act 1992**
- The **Local Audit and Accountability Act 2014**
- The **Transparency Code for Smaller Authorities**

This includes:

- Responding to enquiries and providing services
- Managing bookings, facilities, and events
- Administering finances, contracts, and payments
- Meeting legal and statutory obligations
- Communicating Council decisions and public information
- Managing staff, councillors, and volunteers
- Supporting community engagement and consultations
- Maintaining records of Council business, including minutes and agendas

The Council does **not** use personal data for marketing and never sells personal information.

5. Lawful Basis for Processing

Under Article 6 UK GDPR, the Council processes personal data under one or more lawful bases:

- **Public task** – performing the Council’s official functions (Article 6(1)(e))
- **Legal obligation** – complying with the law (Article 6(1)(c))
- **Contract** – delivering a service or agreement (Article 6(1)(b))
- **Consent** – where the individual has clearly agreed (Article 6(1)(a))
- **Legitimate interests** – only where appropriate and minimal (Article 6(1)(f))

Where special category data is processed, the Council relies on Article 9(2)(b), (g), or (a) depending on the context.

Where consent is used, individuals may withdraw it at any time.

6. Data Minimisation and Retention

The Council follows the principles in Article 5(1)(c) and (e) UK GDPR:

- Only collecting data that is necessary
- Keeping it accurate and up to date
- Retaining it only for as long as needed

Retention periods are set out in the Council’s **Data Retention Schedule**, informed by:

- The **Local Government Act 1972** (permanent retention of minutes)
- The **Local Audit and Accountability Act 2014**
- The **Transparency Code**
- Best practice guidance for local authorities

7. Data Security

The Council takes appropriate technical and organisational measures to keep data secure, in line with Article 32 UK GDPR.

Digital security

- Password-protected devices and accounts
- Two-factor authentication where available
- Secure cloud storage or encrypted drives
- Regular backups
- Avoiding personal email accounts for Council business

Paper records

- Locked cabinets or secure storage
- Shredding or secure disposal of confidential waste

Access control

- Only those who need the information can access it
- Councillors only access data relevant to their role or casework

8. Sharing Personal Data

The Council may share personal data with:

- Local authorities or government bodies
- Contractors or service providers working on behalf of the Council
- Auditors, insurers, or regulators

- Law enforcement (where required under legislation)
- Funding bodies or grant providers

Data is only shared when necessary and always in a secure and lawful way.

The Council does **not** transfer personal data outside the UK unless appropriate safeguards are in place, in accordance with Chapter V UK GDPR.

9. Rights of Individuals

Under Articles 12–23 UK GDPR, individuals have the right to:

- Be informed
- Access their personal data
- Request correction
- Request deletion (where appropriate)
- Restrict or object to processing
- Request data portability (where applicable)

Requests should be made to the Clerk. The Council will respond within one month unless the request is complex.

10. Data Breach Procedure

In accordance with Articles 33 and 34 UK GDPR, the Council will:

- Record all breaches
- Assess the risk to individuals
- Notify the ICO within 72 hours where required
- Inform affected individuals where there is a high risk of harm

A full step-by-step breach procedure is included in this policy.

11. Training and Awareness

The Council ensures councillors and staff receive appropriate data protection training, in line with the accountability principle in Article 5(2) UK GDPR.

12. Roles and Responsibilities

- **The Parish Council** is the Data Controller (Article 4(7)).
- **The Clerk** manages day-to-day data protection and acts as the main contact for data requests and breaches.
- **Councillors and staff** must follow this policy and handle personal data responsibly.
- **Contractors** must comply with UK GDPR when handling data on behalf of the Council.

13. Review of Policy

This policy will be reviewed annually or sooner if legislation or Council practices change, in line with the accountability requirements of Article 24 UK GDPR.

Date of adoption:

GENERAL PRIVACY NOTICE

1. What is personal data?

“Personal data” means any information relating to an identified or identifiable living individual. This includes information such as names, addresses, photographs, identification numbers, online identifiers, or any data that can be linked with other information to identify a person.

The processing of personal data is governed by UK data-protection legislation, including:

- The **UK General Data Protection Regulation (UK GDPR)**
- The **Data Protection Act 2018**
- The **Privacy and Electronic Communications Regulations (PECR)**
- Relevant updates introduced by the **Data (Use and Access) Act 2025**

2. Who are we?

This Privacy Notice is provided by **Taverham Parish Council**, which is the **data controller** for the personal data we process.

Other data controllers we work with

We may work with, or share data with:

- Other local authorities
- Community groups
- Charities and voluntary organisations
- Contractors and service providers
- Credit reference agencies
- Not-for-profit organisations

Where we jointly determine the purposes and means of processing, we act as **joint controllers**. Where each party processes data for its own purposes, each acts as an **independent controller**.

3. What personal data do we process?

We may process some or all of the following categories of personal data:

- Names, titles, aliases, photographs
- Contact details (addresses, telephone numbers, email addresses)
- Demographic information (gender, age, marital status, nationality)
- Employment, education or qualification details
- Family information, dependants
- Financial information (bank details, payment information, grant applications)
- Information relating to council services you use
- CCTV images for crime prevention and public safety

Special category data and criminal offence data

Where necessary and lawful, we may process:

- Health information
- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Biometric or genetic data
- Sexual orientation
- Criminal convictions or allegations

We only process this data where permitted under UK GDPR, including:

- With your explicit consent
- Where required by law
- Where necessary for reasons of substantial public interest
- Where needed to protect vital interests
- Where the information has been made public by you

4. How and why we use your personal data

We use your personal data to:

- Deliver public services and statutory functions
- Confirm your identity
- Contact you by post, email, telephone or social media
- Maintain our accounts and records
- Prevent and detect fraud or crime
- Carry out safeguarding duties
- Manage facilities, events and community services
- Process financial transactions
- Seek your views and feedback
- Notify you of changes to services
- Carry out research and statistical analysis to improve services

5. Legal bases for processing

As a public authority, we primarily process personal data because it is:

- **Necessary for performing a task carried out in the public interest** or
- **Necessary for exercising our official authority**

We may also process data where:

- It is necessary to comply with a **legal obligation**
- It is necessary for the performance of a **contract**
- You have given **consent** (e.g., for optional communications)
- It is necessary for **legitimate interests** (where applicable and not overridden by your rights)

Special category data is processed only where a UK GDPR Article 9 condition applies.

6. Sharing your personal data

We may share your data with:

- Other public authorities
- Contractors and service providers acting on our behalf
- Partner organisations involved in joint projects
- Law-enforcement bodies where required

All third parties must comply with UK data-protection law and implement appropriate security measures.

7. International transfers

If we transfer personal data outside the UK, we will ensure appropriate safeguards are in place, such as:

- A UK **adequacy regulation**
- The **International Data Transfer Agreement (IDTA)**
- The **UK Addendum to the EU Standard Contractual Clauses**

Some information published on our website (e.g., newsletters) may be accessible from overseas.

8. How long we keep your data

We retain personal data only for as long as necessary for the purposes for which it was collected, in line with:

- Statutory retention requirements
- Limitation periods for legal claims
- Best-practice guidance for local authorities

Some records may be kept permanently where required for archiving or historical purposes.

9. Your rights

You have the following rights under UK GDPR:

- **Right of access** – to request copies of your personal data
- **Right to rectification** – to correct inaccurate or incomplete data

- **Right to erasure** – in certain circumstances
- **Right to restrict processing**
- **Right to object** to processing carried out in the public interest
- **Right to data portability** (where applicable)
- **Right to withdraw consent** at any time (where consent is the basis for processing)
- **Right to complain** to the Information Commissioner's Office (ICO)

We may need to verify your identity before responding to a request.

10. Further processing

If we intend to use your personal data for a new purpose not covered by this notice, we will issue a new privacy notice before processing begins and seek consent where required.

11. Changes to this notice

We keep this Privacy Notice under regular review.

This version was last updated in **February 2026**.

12. Contact details

For questions, concerns, or to exercise your rights, please contact:

The Data Controller

Taverham Parish Council

Taverham Village Hall

Sandy Lane

Taverham

Norwich

NR8 6JR

Email: clerk@taverhamparishcouncil.org.uk

STAFF, COUNCILLOR & ROLE HOLDER PRIVACY NOTICE

(For employees, workers, agency staff, volunteers, contractors, councillors, and applicants)

1. Introduction

This Privacy Notice explains how **Taverham Parish Council** (“the council”) collects, uses and protects personal data relating to:

- Staff*
- Councillors
- Volunteers, contractors, agents and other role holders**
- Former staff and former councillors
- Applicants and candidates

* “Staff” includes employees, workers, agency staff and those retained on a temporary or permanent basis.

** “Role holders” includes any individual carrying out duties on behalf of the council.

We process personal data in accordance with:

- The **UK General Data Protection Regulation (UK GDPR)**
- The **Data Protection Act 2018**
- The **Data (Use and Access) Act 2025**
- The **Privacy and Electronic Communications Regulations (PECR)**
- Other relevant employment and public-sector legislation

2. What is personal data?

“Personal data” means any information relating to an identified or identifiable living individual. This includes names, contact details, identification numbers, photographs, employment information, and any data that can be linked to a person.

3. Who are we?

Taverham Parish Council is the **data controller** for the personal data we process about you.

We work with, and may share data with:

- Other local authorities and public bodies
- Central government departments (e.g., HMRC, DVLA)
- Pension providers
- Former and prospective employers
- DBS service providers
- Payroll and HR service providers
- Recruitment agencies
- Credit reference agencies
- Professional advisers
- Trade unions or staff representatives

Where we jointly determine purposes and means of processing, we act as **joint controllers**.

Where each party processes data independently, each is an **independent controller**.

4. What personal data do we process?

We may process the following categories of data:

Identity and contact information

- Names, titles, aliases, photographs
- Contact details (address, phone number, email)
- Start and leaving dates
- Next of kin and emergency contacts

Employment and HR information

- Recruitment information (CVs, references, right-to-work documents)
- Employment history, qualifications, training records
- Performance management information

- Disciplinary and grievance records
- Attendance, sickness and leave records
- Pay, tax, NI, pension and benefits information
- Expenses and claims
- Working-time information and rotas
- Location of employment or workplace

Identifiers

- Passport, driving licence, NI number
- Staff ID numbers, payroll numbers
- Vehicle registration numbers

Operational data

- CCTV footage
- Swipe-card and building access logs
- IT system usage logs
- Accident and incident reports
- Insurance claims

Special category data

Where necessary and lawful:

- Health information (e.g., sickness, occupational health)
- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Biometric data (where used for access control)
- Sexual orientation (e.g., for equalities monitoring)

Criminal offence data

Where permitted by law, including DBS checks.

5. Why we use your personal data

We use your data to:

- Manage recruitment and appointments
- Determine terms and conditions of employment or engagement
- Check right to work in the UK
- Pay you and administer payroll, tax and pensions
- Provide contractual benefits
- Manage performance, training and development
- Conduct appraisals, salary reviews and promotions
- Manage sickness absence and assess fitness for work
- Comply with health and safety obligations
- Manage disciplinary and grievance processes
- Administer councillor roles and statutory registers
- Provide references
- Maintain accounts and records
- Prevent fraud and ensure security
- Monitor IT systems for compliance and security
- Conduct workforce planning and analytics
- Fulfil statutory and public-interest functions

6. Legal bases for processing

We process personal data under the following legal bases:

Most commonly:

- **Article 6(1)(b) UK GDPR** – performance of a contract
- **Article 6(1)(c)** – compliance with a legal obligation
- **Article 6(1)(e)** – performance of a task in the public interest or exercise of official authority

Special category data

Processed under:

- **Article 9(2)(b)** – employment, social security and social protection law
- **Article 9(2)(g)** – substantial public interest
- **Article 9(2)(h)** – occupational health
- **Article 9(2)(a)** – explicit consent (rare and not a condition of employment)

Criminal offence data

Processed under:

- Schedule 1, Data Protection Act 2018 (e.g., safeguarding, employment law, regulatory requirements)

7. Sharing your personal data

We share data only where necessary and lawful, including with:

- Payroll and HR service providers
- Pension schemes
- DBS providers
- HMRC, DVLA and other government bodies
- Recruitment agencies
- Professional advisers
- Trade unions or staff representatives
- Insurers and auditors
- IT and system providers

All third parties must comply with UK data-protection law and implement appropriate security measures.

8. International transfers

If personal data is transferred outside the UK, we ensure appropriate safeguards are in place, such as:

- A UK **adequacy regulation**
- The **International Data Transfer Agreement (IDTA)**
- The **UK Addendum to the EU Standard Contractual Clauses**

Some information published online may be accessible from overseas.

9. How long we keep your data

We retain personal data only for as long as necessary, in line with:

- Legal obligations
- Limitation periods for legal claims
- Sector-specific retention schedules
- Best-practice guidance for local authorities

Some records may be kept permanently for archiving or statutory purposes.

10. Your responsibilities

You must keep your personal data accurate and up to date. Please notify us of any changes.

11. Your rights

You have the following rights under UK GDPR:

- **Access** to your personal data
- **Rectification** of inaccurate or incomplete data
- **Erasure** (in certain circumstances)
- **Restriction** of processing
- **Objection** to processing carried out in the public interest
- **Data portability** (where applicable)
- **Withdrawal of consent** (where consent is the basis for processing)
- **Complaint** to the Information Commissioner's Office (ICO)

We may need to verify your identity before responding.

12. Further processing

If we intend to use your data for a new purpose not covered by this notice, we will issue a new privacy notice and seek consent where required.

13. Changes to this notice

We keep this Privacy Notice under regular review.

This version was last updated in **February 2026**.

14. Contact details

The Data Controller

Taverham Parish Council

Taverham Village Hall

Sandy Lane

Taverham

Norwich

NR8 6JR

Email: clerk@taverhamparishcouncil.org.uk

You may also contact the **Information Commissioner's Office** for concerns about data protection.