

Galleywood Parish Council



The Keene Hall, Watchhouse Road, Galleywood, Chelmsford CM2 8PT

Members of the Council are hereby summoned to attend a **Council Meeting** on 17 April 2025 at 7.00pm in Lodge Room, The Keene Hall, Watchhouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
10 April 2025

Councillors: G Bonnett, A McQuiggan, J Owles, N Paul, J Potter, C Shreeve, S Troop (Chair), J Turkentine and B Woolward

COUNCIL AGENDA

This meeting will be recorded.

FC25-874 Apologies for Absence

To receive and approve apologies and reasons for absence.

FC25-875 Declaring of Interests and Dispensations

Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.

FC25-876 Confirmation of Minutes

(herewith)

To agree and sign the minutes of the meeting held on 20 February 2025.

FC25-877 Public Participation Session with respect to items on the agenda

To allow up to 15 minutes for members of the public to make representations.

FC25-878 Essex Youth Service

To receive an introduction from Jordan Knight - District Youth and Community Worker for Mid Essex.

FC25-879 Meetings

(herewith)

To note the following meeting(s) have been held and draft minutes have been circulated:

- a. Planning and Highways Committee – 4 March 2025.
- b. Finance and Resources Committee – 27 March 2025
- c. Personnel Committee – 11 March 2025.
- d. Personnel Committee – 08 April 2025
- e. Planning and Highways Committee – 8 April 2025

FC25-880 Reports

To receive reports from:

- a. The Clerk
- b. Essex County Councillor and Chelmsford City Councillors
- c. Representatives from Outside Bodies
- d. Saturday Surgery – Cllr Troop and Owles

(herewith)
(to follow)
(to follow)
(to follow)

- | | | |
|-----------------|--|--------------------|
| FR25-881 | Christmas Event 2025
To consider report from Cllr Bonnett | (to follow) |
| FR25-882 | Essex Village of the Year / Rural Community Awards 2025
To consider entering or making nominations | (herewith) |
| FC25-883 | Policy Reviews
To review and resolve to adopt: <ul style="list-style-type: none">a. Risk Assessment Scheduleb. Finance Regulations (Amended - updated by NALC on 5 March 2025)c. Standing Orders (Amended – updated by NALC on 31 March 2025) | (herewith) |

The APM is on 13 May 2025 at 6pm

The ANNUAL Council Meeting is on Thursday 15 May 2025 at 7pm

GALLEYWOOD PARISH COUNCIL
MINUTES OF COUNCIL MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Thursday 20 February 2025 at 7.00pm

Formal acceptance will take place at the next Full Council Meeting

Present:

Councillors: G Bonnett, A McQuiggan, J Owles, N Paul, C Shreeve, S Troop
(Chairman), and J Turkentine

Clerk

Two members from tEG

FC25-858 Apologies for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): J Potter and B Woolward

FC25-859 Declaring of Interests and Dispensations

There were none.

FC25-860 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 19 December 2024 were a true and accurate account and were signed by the Chairman.

FC25-861 Public Participation Session with respect to items on the agenda

There were no members of the public present.

FC25-862 Members noted the following meetings had been held and draft minutes had been circulated to all members

- a. Planning and Highways Committee – 7 January 2025.
- b. Personnel Committee – 14 January 2025.
- c. Finance and Resources Committee – 23 January 2025
- d. YMCA Sub Committee – 4 February 2025
- e. Planning and Highways Committee – 4 February 2025

FC25-863 The Spinney

Members considered the report provided, together with a verbal explanation from tEG members.

RESOLVED that tEG would:

- a. carry out immediate works to repair decking boards that were shown as badly decayed.
- b. carry out works in summer/autumn 2025 to replace all Bridge Decking Boards, defective section of handrail and defective post. Replace 92 Decking boards on the Dipping Platform and replace upstands and add a strengthening joist under the platform, using C24 Green Timber.

It was noted by Council that costs provided of £638.84 may rise due to further



materials being needed.

Action: tEG will inform the clerk of when works will commence and forward quotes to allow all necessary materials to be ordered by the Council. Costs would be met by EMR Local Open Spaces.

FC25-864 Reports

Members noted the reports received from:

The Clerk

- a.
 - **Community Special Constables**
Ongoing publicity using the Parish Council website, social media, and noticeboards.
 - **Training**
Calendar available on SharePoint for councillors Training Available from EALC Clerk to be advised of any training needs.
 - **Office Communication**
Regularly sent out to members, items relating to Galleywood.
 - **Bus Shelters**
ECC Cllr AM requested to initiate the LHP application process for a bus stop to be replaced at West Lane, Barnard Road, Galleywood.
 - **Local Panels Award Scheme**
Registration applied and accepted.
 - **Annual Parish Meeting**
Booked for 13 May 2024. An informal meeting will take place on 4 March at 6pm to discuss arrangements.
 - **Forum to review CCC Local Plan**
Email correspondence sent to all members should they wish to attend via Teams on 25.02.25 at 7pm
 - **Antisocial behaviour**
Nitrous Oxide bottles have been found used and discarded at The Chase and Little & Great Sir Hughes lane.
- b. Essex County Councillor
- c. Representatives from outside bodies
Action: Members to discuss arrangements for noting Wendy and John Cummins' contribution to the community in Galleywood
- d. Saturday Surgery - Cllrs Bonnett and McQuiggan

FC25-865 Grass Cutting Contract

Members considered tenders for a three-year contract for grass cutting at Pipers Tye and Twitten Green (42 hours) commencing April 2025 – March 2028, from:

- Company A – Total costs £11,127
- Company B – Total costs £4,252
- Company C – Total costs £3,528

The tender specification had been advertised on the Parish Councils website, noticeboards and social media with a deadline of 31 January 2025.

RESOLVED that Company C would be awarded the contract.



FC25-866 Youth Club

Members considered the recommendation made by Youth Club Sub Committee to sign and agree the Service Level Agreement for 2025/2026 from YMCA.
RESOLVED that the recommendation be agreed.

FC25-867 Events

Members considered if a Galleywood Showcase event will take place in 2025.
RESOLVED that this would take place in Autumn 2025, with the same format as 2024.
Action: The Clerk to check with Schools, Church and Heritage Centre to prevent clashes in dates.

FC25-868 Dog Bins

Members considered the recommendation made by Planning and Highways Committee. to purchase two additional bins adjacent to current ones, at The Common carpark off Stock Road and Horse and Groom Lane.
RESOLVED that the recommendation be agreed. £452 costs would be met by CIL funds. It had been noted that the new bins will be an asset of CCC. There will be no further oncosts or liabilities for Galleywood Parish Council.

FC25-869 St Michaels Junior School

Members considered the recommendations made by Planning and Highways Committee to:

- a. Conduct a speed survey on Barnard Road – costs £368 or 25/26 LHP funding when available.
RESOLVED that the recommendation would not be agreed.
- b. Purchase speed indicator devices (SIDs) to be installed on Barnard Road and moved to other areas of the village on an ad hoc basis – approx £5000
RESOLVED that SIDs would be purchased for Barnard Road. The possibility of these being moved around the village on an ad hoc basis would be reviewed in the future. Costs would be met by CIL or reserves.
Action: Clerk to provide quotes to F&R committee to finalise costs.
- c. Fund five road safety pavement signs - costs £675
RESOLVED that the recommendation would be agreed. Costs would be met by CIL.
Action: Clerk to request invoice from the Junior School

Members noted that ECC Cllr McQuiggan has been advised that the flashing lights are soon to be reinstated on the current school sign poles, by both the infant and junior schools.

FC25-870 Website

Members considered if additional website content not classed as Governance, would be added by Aubergine, or by office staff once fully trained.
RESOLVED that Aubergine would transfer all additional content. Costs of £375+VAT would be met by reserves.

FC25-871 Appointment of Members for committees and outside bodies

Members considered and appointed on the following vacancies:

- a. Finance and Resources Committee – 1 vacancy
RESOLVED that Cllr Owles be appointed



- b.** Keene Hall Trustees - 1 vacancy
RESOLVED that Cllr Woolward be appointed

Members noted that Galleywood Infant School no longer require a Councillor representative.

FC25-872 Personnel

Members considered the recommendation made by the Personnel committee:

- a.** to make the Clerks flexible working contract permanent, minute number PERS25-128b
RESOLVED that the recommendation would be agreed.
- b.** to budget and purchase a cleaner's trolley to aid Village attendant – costs £80
RESOLVED that personal and company insurance matters would be investigated in the first instance.

FC25-873 Policy Reviews

Members reviewed:

- a.** Biodiversity Policy (New)
- b.** Accessibility Statement (Amended)
RESOLVED to adopt the above policies

There being no further public business to be transacted, the Chairman closed the meeting at 20.43pm.

Signed Chairman

Date.....



GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PLANNING AND HIGHWAYS MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Tuesday 4 March 2025 at 7.00pm
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, J Potter, S Troop, and B Woolward

In attendance: Clerk
Nine members of the public

PH25-637 Apologies and Reasons for Absence
There were none.

PH25-638 Declaring of Interests and Dispensations
There were none.

PH25-639 Public Participation Session with respect to items on the agenda
There were nine members of the public who wished to address the committee in relation to agenda item PH25-642c. Members listened to the concerns raised and agreed to take these into account when making comments to the planning authority.

**On a proposal by the Chairman, it was RESOLVED to bring forward agenda items
PH25-642c**

PH25-642 Planning Applications

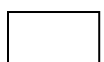
Members considered the following application(s) received from Chelmsford City Council and submitted comments by return.

- c. 24/01766/CLEUD** Land South of Lower Green Galleywood Chelmsford
Certificate of lawfulness to regularise the construction of track and eco-grid system
RESOLVED that Galleywood Parish Council feels that the construction of an eco-grid system will establish a de facto car park, which is not agricultural use.
This council supports the residents' objections presented at their meeting held on 4 March 2025 and on the Chelmsford City Council planning portal without reservation.

In addition, this Council provides the following observations and strongly objects to the application for regularisation:

1. Site activities

The application seeks to regularise the development of the site to support a business that has been widely advertised on the World Wide Web, Facebook and other outlets ([Roots website](#)) . Some of the advertised non-



agricultural purposes of the site is understood from these sources to be as follows:-

Amenities & Facilities

- Car Parking
- Picnic Areas
- Cooking Classes
- Toilets

Education & Community

- Events & Workshop
- Yoga
- One-on-One Education
- Long Table Dinners (Subsidised)

Local items

- Local Soap
- Communal Tool Storage
- Teepee

2. This Council strongly objects to the regularisation of the facilities that supports and encourages the use and expansion of the non-agricultural uses of the site advertised.
3. The provision of parking in green belt for the current one hundred and seven rented allotment plots is not agricultural use. Observational evidence suggests that parking to plot access is currently at approximately 1:1 leading to the estimate for use of the initial phase development would require more than one hundred spaces at peak usage. The site has capacity or five hundred plots growing the parking requirement even further. The development of green belt land for agricultural purposes should not allow the consequential provision of non-agricultural parking provision resulting from the unsuitable siting of the “high user volume” development which has not been scrutinised or planned properly to fit into the existing infrastructure.

4. The advertising also makes the following claims:

Protecting and Promoting Biodiversity

“Every site is designed to support wildlife habitats, protect pollinators, and grow chemical-free crops that enrich the land. By working together, our members actively contribute to a thriving, biodiverse environment.”

The provision of the track has also included the provision of wildlife unfriendly perimeter fencing and gates. This facility has been placed in a high traffic wildlife area with two adjacent badger sets, large populations of resident and migrant hares, muntjak and other species. Initial fencing erected provided for limited access of these animals through the site. It is noted that the fencing has now been modified to block animal access altogether by closing the gaps in the fencing with small aperture chicken wire, indeed this now forms an animal trap when the gates are closed at night preventing egress to any animal that may have entered through the open gates. The support structures installed as a result of the development seeking regularisation are neither supporting wildlife habitats nor enriching the land. There are perhaps unintended consequences of enclosing the land.

The Parish Council therefore concludes: -

- a) The provision of extensive parking on this site is not commensurate with agricultural usage of the site.
- b) The proximity of dwellings adjacent to the site raises concerns about noise and nuisance issues from the increased activity on the site. Currently ninety-eight of the one hundred and seven plots have been taken as stated on the applicant's website. It is noted from the applicant's site maps that the possible future intention is to have an allotment area at least four times larger than the current area.
- c) Concerns are raised for the protection of wildlife, including hares and badgers being restricted by fencing creating a wildlife trap. A badger set is also within thirty metres proximity of this site.
- d) The applicant's website states that Roots are offering the following facilities and services; none of which are considered agricultural or lawful in this context.
 - Car Parking
 - Picnic areas
 - Giant Teepee
 - Cooking classes
 - Toilets
 - Events & Workshop Passes
 - Long Table Dinners (Subsidised)
 - Crafting workshops
 - Yoga
 - Sound baths
 - A "festival of growth" with food & music.
- e) The site is on a partially residential rural lane. Lower green is effectively a single lane has always been a single lane, which is not suited for increased traffic flow. HGV and farm traffic is routed around the single-track access lane by signage. The lane is not suitable for increased two-way traffic levels.
- f) Concerns are raised about access to additional vehicles on the lane. Verges have already shown damage and have been widened due to the already increased traffic flow, passing and turning.
- g) The use of this site may necessitate flood lighting, and this is not in keeping with the dark lane and rural setting.
- h) Lower green leading to Rignell's Lane was designated twenty-five years ago as a low traffic zone and is signposted as such to divert agricultural/industrial vehicles away from the lane. Driving additional traffic to this lane was not acceptable then and is not acceptable now.

PH25-640 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 4 February 2025 were a true and accurate account were signed by the Chairman.

PH25-641 The Clerk's Report

Members noted the Clerk's report on:

- **South Essex Parking Partnership**
Members can view internally on 365 - [SEPP](#)
- **Highways Maintenance Reports**
Members can view internally on 365 - [Correspondence Log.xlsx](#)
- **Chelmsford City Council Enforcement Notices**
Members can view internally on 365 - [Planning Enforcements - CCC](#)
- **Parish Map**

Map shared with members for review.

Action: Cllr McQuiggan to share with tEG and Walking groups

- **Twitten Lane**
ECC Cllr McQuiggan awaiting response from Highways on the reinstatement of bollards
- **Action Plan**
Environment – Bulbs prices requested from CCC – awaiting response
Community Engagement - Meeting being held 8 March 2025 at the library 10am-11am for volunteers and interested parties to discuss Watchhouse Shop Maintenance.
- **Community Speed Watch**
Article shared with the community
- **St Michael Junior School**
Shared with Full Council 20 February 2025, costs for five buddy signs and Investigations of installing Vehicle Activation signs
- **TPO's**
CCC advised there are no resources to routinely review TPO's.

PH25-642 Planning Applications

Members considered the following application(s) received from Chelmsford City Council and submitted comments by return.

- a. **25/00149/FUL** Esgores, Stock Road Galleywood
Conversion of part of the existing garage to include the addition of windows and doors to side & rear. Footprint unchanged.
RESOLVED that Galleywood Parish Council had no objections to this application.
- b. **25/05034/TPO** St Michaels Church of England Junior School Barnard Road T2 - Willow - Pollard back to previous points - Reason: Due to a suspected split, danger it could land on the school building.
RESOLVED that Galleywood Parish Council had no objections to this application.
- d. **23/01930/OUT** - Land North and East of Junction 17 of the A12 Chelmsford
An addendum transport assessment for the above planning application.
Members noted this latest information had been sent to both Essex County Council Highway Authority and National Highways for their review.
RESOLVED that Galleywood Parish Council had no comments at this time.

PH25-643 Planning Decisions - Chelmsford City Council

Members noted the decision(s) of the following application(s):

- a. **24/01093/REM** Land North of Galleywood Reservoir Beehive Lane
Application for the approval of reserved matters (landscaping) relating to 22/00397/OUT
Granted
- b. **24/01440/FUL** Pavitt Meadow 29
Proposed single storey rear extension replacing conservatory. Partial garage conversion
Granted
- c. **24/01657/FUL** Poolman Ltd Bakers Lane West Hanningfield
Change of use from Commercial Industrial to flexible business uses (Use Classes E(g) and Storage (B8).
Refused

- d. **24/01758/FUL** 1 Pyms Road Galleywood
Two storey side extension
Granted
- e. **24/01765/ADV** Land South of Lower Green
Retrospective application for x1 non-illuminated entrance sign.
Refused
- f. **24/01511/FUL** Badgers Close, 3
Proposed Single and two storey front extensions
Granted

PH25-644 Planning Appeal Notifications – Chelmsford City Council
Members noted the decision(s) of the following application(s):
24/01244/FUL – Kessley, Margaretting Road Galleywood
Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration.
Appeal was dismissed

PH25-645 Chelmsford City Council Local Plan review
Members considered making comment, noting the consultation period will run for six weeks from: 10am on Tuesday 4 February 2025 to 4pm to Tuesday 18 March
RESOLVED that Galleywood Parish Council had no comments at this time.

There being no further public business to be transacted, the Chairman closed the meeting at
8.04pm

Signed Chairman

Dated

GALLEYWOOD PARISH COUNCIL
MINUTES OF THE FINANCE AND RESOURCES MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Thursday 27 March 2025 at 7.00pm
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: A McQuiggan, J Owles, N Paul (Chairman), C Shreeve, S Troop, J Turkentine
In attendance: Clerk

FR25-394 Apologies for Absence

RESOLVED that an apology for absence be accepted for Cllr Bonnett.

FR25-395 Declaring Interests and Dispensations

There were none.

FR25-396 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 23 January 2025 be approved as a correct record and signed by the Chairman.

FR25-397 Public Participation Session with respect to items on the agenda

There were no members of the public in attendance.

FR25-398 Clerk Report

Members noted the Clerks report on:

Public Toilets

- Legionella Testing had been conducted.
- Pipe work lagged.

Community Initiative Funding

- Application submitted in October has been refused.

Action Plan

- Cllr McQuiggan finalising the map amendments needed and will forward to the Clerk by 31 March 2025

FR25-399 Financial

RESOLVED that items a to d be approved

a. **Financial Summary – Cashbook** for November and December 2024

b. **Financial Budget Comparison**

c. **Paid Expenditure** for November and December 2024

d. **Earmarked and CIL Reserves**

Members noted:

e. **Bank Transfers** of £10,000 had been made on 21 January 2025
£10,000 had been made on 4 February 2025
£10,000 had been made on 17 March 2025

f. **Expenditure item** in conjunction with the Chairman of the Parish Council the following item of expenditure had been made:

- From Toilet Maintenance/CIL
£237.50 for plumber to insulate surface level pipework in climaflex lagging.

FR25-400 Action Plan

Members considered items to be focused on for the remainder of 2024/2025 for this committee and noted:

- a. Engagement – To have an effective website - Aubergine had built the website and would now host and hold the domain name for the Parish Council.
Action: Clerk to report back at future meeting when the site is live.

- b. Health and Wellbeing – Encourage residents to take part in exercise.
RESOLVED that an article would be placed in all Grapevine editions for 2025 highlighting clubs and activities available to aid exercise for the mind and body.
Action: Clerk to contact activity groups to collate information for Grapevine
Action: Cllr McQuiggan to collate foot map amendments and share with Heritage House and the Clerk.

- c. Health and Wellbeing – Enrich residents experience of the Christmas period.
RESOLVED that:
 - A net structure will be created on the Village sign whereby residents can hang a bauble in memory of a loved one.
 - once the Christmas Tree Festival had been held at St Michaels Church, the trees would then be moved by the owners and displayed in and around the shopping area if they wished to take part.
 - Cllr Bonnett’s report will be considered by the Council at a future meeting.Members noted that both CHP and ECC had given permission of utilising Watchouse shop area.
Action
 - Clerk to liaise with shop owners and the library to see if they would like to display a tree from the Christmas Tree Festival in their shop/window.
 - Cllr Bonnett to provide a report for Council to consider on 17 April 2025

FR25-401 Events

RESOLVED that the following events will take place for 2025:

8 May 2025	VE Day service
13 May 2025	Annual Parish Meeting
29 July 2025	Play in the Park and Tennis at Chelmer Park
30 July 2025	Play in the Park and Mobile Zoo at Jubilee Park
31 July 2025	Story Telling Event at Twitten Green
27 September 2025	Galleywood Showcase
11 November 2025	Remembrance Service
Wk. commencing 1 December 2025	Christmas Event at Galleywood shopping area.
12 December 2025	Senior Citizens Christmas Lunch
20 December 2025	Carols on the Common

Action: Clerk to report back at future meetings with updates on all events

FR25-402 National Salary Awards 2024-2025

Members noted the pay scales for Local Councils had been agreed in November 2024 with an increase of £1,290 for each scale. This had been dated back to 1 April 2024.

FR25-403 End of Year Closedown

Members noted that the Year-end closedown 2024/2025 will take place on 11 April 2025 with AdvantEDGE.

There being no further public business to be transacted, the Chairman closed the meeting at 7.44pm

Signed Chairman

Dated



GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL MEETING
HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD
on Wednesday 11 March 2025 at 10.00am
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: A McQuiggan, N Paul and S Troop (Chairman)
In attendance: Clerk

25-129 Apologies for Absence
There were none.

25-130 Confirmation of Minutes
RESOLVED that the minutes of the meeting held on 14 January 2025 were a true and accurate account were signed by the Chairman.

25-131 Declaring of Interests and Dispensations
There were none.

25-132 Public Participation Session with respect to items on the agenda
There were no members of the public.

25-133 Exclusion of the Press and Public
There were no members of the public.

25-134 Personnel Matters
Members noted and considered the report provided on recruitment.
RESOLVED that:
a. A Village Attendant position for 10 hours per month be advertised with a closing date of 27 March 2025.
b. The job description for the above be amended to reflect current working pattern.
It was noted that the post will be vacant with effect from 17 April 2025.
Action: Terms of Reference to be reviewed in May 2025.

There being no further public business to be transacted, the Chairman closed the meeting at 10.45am.

Signed Chairman

Dated



GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL MEETING
HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD
on Tuesday 8 April 2025 at 6.00pm
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: A McQuiggan, N Paul and S Troop (Chairman)
In attendance: Clerk

- PER25-135 Apologies for Absence**
RESOLVED that an apology for absence be accepted for Cllr(s): J Potter
- PER25-136 Confirmation of Minutes**
RESOLVED that the minutes of the meeting held on 11 March 2025 were a true and accurate account were signed by the Chairman.
- PER25-137 Declaring of Interests and Dispensations**
There were none.
- PER25-138 Public Participation Session with respect to items on the agenda**
There were no members of the public.
- PER25-139 Exclusion of the Press and Public**
There were no members of the public.
- PER25-140 Staff Vacancy**
Members noted and considered the confidential report provided.
RESOLVED that Mr Nigel Townsend be appointed with effect from 1 May 2025.
It was noted that training, equipment, business insurance and milage would be agreed for this post.

There being no further public business to be transacted, the Chairman closed the meeting at 6.20pm.

Signed Chairman

Dated



GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PLANNING AND HIGHWAYS MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Tuesday 08 April 2025 at 7.00pm
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, S Troop, J Turkentine and B Woolward

In attendance: Clerk

PH25-646 Apologies and Reasons for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): J Potter

PH25-647 Declaring of Interests and Dispensations

There were none.

PH25-648 Public Participation Session with respect to items on the agenda

There were no members of the public.

PH25-649 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 4 March 2025 were a true and accurate account were signed by the Chairman.

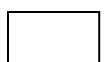
PH25-650 The Clerk's Report

Members noted the Clerk's report on:

- **South Essex Parking Partnership**
Members can view internally on 365 - [SEPP](#)
- **Highways Maintenance Reports**
Members can view internally on 365 - [Correspondence Log.xlsx](#)
- **Chelmsford City Council Enforcement Notices**
Members can view internally on 365 - [Planning Enforcements - CCC](#)
- **Parish Map**
Awaiting response from Cllr AM re: Heritage House (Publishers) Ltd.
- **Twitten Lane**
12.02.25 requested ECC Cllr AM to discuss with Highways the reinstatement of bollards – Awaiting response
- **Watchhouse Shop Maintenance**
Volunteers pack to be drawn up
Bulb prices requested from CCC
- **Vehicle Activation signs – Barnard Road**
Requested a letter of support from ECC Cllr McQuiggan – Awaiting response

PH25-651 Action Plan

Members considered items to be focused on for the remainder of 2024/2025. for this committee and noted the current positions of:



Road Safety – Provide Safer Roads and Improve Footpaths – Identifying issues and potential solutions.

Action: All members to be invited to the walkabout session on 24 May 2025 at 9am. Focus to be on rural areas for waste bin needs. Pavements and Road in Marvins, Brook Street and Barnard Road.

No update was received from ECC Cllr McQuiggan establishing if footpath 76 funding had been resurrected.

Environmental - Improve Street Scene - Maintain and improve Parish Land. It was noted tEG are monitoring The Spinney.

Engagement - Communicate with Local shops/businesses and CHP – Revive the central garden area

It was noted that a volunteer group is being set up.

PH25-652 Planning Applications

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

- a. **25/05039/TPO** Block 40 To 50 Spring Rise Galleywood Chelmsford
T1 Oak - Located on boundary of adjacent property 21 Moretons- Reduce encroaching branches back 2m to appropriate growth points leaving sufficient clearance to building BLOCK 40-50.
RESOLVED that Galleywood Parish Council had no objections to this application.
- b. **25/00331/FUL** - 52 Brook Lane
Front porch and side extension
RESOLVED that Galleywood Parish Council had no objections to this application.
- c. **25/00351/FUL** - Kessley Margaretting Road
Proposed loft conversion with dormers. Part first floor, part single storey rear extension.
RESOLVED that Galleywood Parish Council had no objections to this application.
- d. **25/05050/TPO** - 13 Ponds Road
T10 False Acacia- Fell. Reason: Showing signs of stress
RESOLVED that Galleywood Parish Council had no objections to this application.
- e. **25/00403/FUL** - 95 Keene Way
Proposed single storey ground floor rear extension. Part first floor rear extension
RESOLVED that Galleywood Parish Council had no objections to this application.
- f. **25/00424/ADV** - Land South of Lower Green
Retrospective application for the siting of 1 No Entrance Sign (Non-illuminated)
RESOLVED that Galleywood Parish Council objects to this application as the advertisement colours suggested do not respect the character and appearance of the area in which it is located and therefore harm the amenity of the area. It is requested by this Council that agricultural colours are used.

PH25-653 Proposed base station upgrade

Members considered the consultation received from Cornerstone.

Parklands farm, Lower Green, Galleywood (ngrs: e 571480/202590)

Description of Development: 7 metre tower extension to existing 15 metre tower and replacement of the existing 6 no. antennas with 6 replacement antennas and ancillary development thereto.

As part of the operator's network improvement program, there is a specific requirement for a radio base station upgrade at this location to replace existing equipment with the latest technologies, which will improve existing coverage provisions for better signal strength, capacity and speed.

RESOLVED that Galleywood Parish Council had no objections to this application.

PH25-654 Planning Decisions - Chelmsford City Council

Members noted the decision(s) of the following application(s):

a. 24/01638/FUL Keene Way 78

Single storey front extension, part single storey rear and two storey side and part rear first floor extension. Demolish the existing garage and construct new outbuilding at rear garden.

Granted

b. 25/05007/TPO Ponds Road, 13

T10 - Acacia Located in the front lawn of 13 Ponds Rd - Full pollard - Reason: The tree has developed a split trunk which is starting to rot and tree surgeon advised tree is unhealthy.

Granted

c. 25/00149/FUL Esgores, Stock Road Galleywood.

Conversion of part of the existing garage to include the addition of windows and doors to side & rear. Footprint unchanged.

Granted

d. 25/05034/TPO St Michaels Church Of England Junior School Barnard Road

T2 - Willow - Pollard back to previous points - Reason: Due to a suspected split, danger it could land on the school building.

Granted

PH25-655 Dog Bins

Members considered a resident request to purchase a dog bin at the end of the bridal path that leads out into Brook Lane Galleywood.

RESOLVED that members would review the area during their walkabout session on 24 May 2025.

There being no further public business to be transacted, the Chairman closed the meeting at
7.30pm

Signed Chairman

Dated

Clerk's Report - Full Council April 2025

Item	Action Taken and outcome	Date Note Closed
Community Special Constables	Ongoing publicity using the Parish Council website, social media, and noticeboards.	Ongoing
Training	Calendar available on SharePoint for councillors Training Available from EALC – Clerk to be advised of any training needs.	Ongoing
Office Communication	Regularly sent out to members, items relating to Galleywood.	Ongoing
Mayoral Combined County Authority	Email communications sent to members to share their opinions on the proposal for the establishment of a Mayoral Combined County Authority across this area.	17.04.25
Personnel	Business Insurance matters taken to Personnel committee	17.04.25
Unsocial behaviour	Public Conveniences – sign stolen within the toilets – replaced - toilet Roll holder broken - replaced Bus Stops - replacement glass at Skinners Lane replacement Perspex at Barnard Road (West Lawn)	17.04.25
Public Toilets	Deep clean taken place	17.04.25
The Spinney	Materials have been brought and delivered for tEG. Works will commence when they see fit. Costs had increased by £40	17.04.25
Dog Bins	Purchased and installed at The Common Carpark and Horse and Groom Lane.	17.04.25

Report to Galleywood Parish Council

KW/April 2025

Essex Village of the Year and Rural Community Awards 2025

Members to consider and resolve if they wish to enter the awards categories.

Entries for Essex Village of the Year and nominations for all the Rural Community Awards must be received by no later than **Monday 2 June**.

All prize winners will be announced at RCCE Annual General Meeting on **Wednesday 9 July**.

Essex Village of the Year - How to Enter

An entry form is to be completed, explaining in no more than 500 words what makes your village special. Need to explain briefly about the activities, events and organisations that contribute most to life in your community today. Key points you should consider including are:

- Activities and events that bring the community together.
- Initiatives that have strengthened community spirit.
- Methods of engaging with the community and identifying local needs.
- Activities that reduce isolation and support specific age groups.
- Plans and aspirations for enhancing community life.
- Some idea of the numbers benefitting or participating in activities/events is helpful.

Please feel free to attach a newsletter, poster, leaflet, or a few photos.

There will be no judges' visits to villages this year, but clarification on any information provided may be needed.

Submitting Your Entry - Entries can be made either online or by post.

Prizes - 1st Prize: £500, the Essex & Suffolk Water Shield and a commemorative certificate

2nd Prize: £200 and a commemorative certificate

3rd Prize: £100 and a commemorative certificate

Rural Community Awards

The aim of these awards is to celebrate outstanding individual amenities, projects and groups in rural communities with a population of 6,000 or less. Nominations can be accepted for any of the awards even if your village is not entering the Essex Village of Year Competition.

Village Hall and Community Building Award

This award celebrates the role Village Halls and other similar community buildings play as a focal point of community life in rural areas.

Community and Voluntary Group Award

This award celebrates community and voluntary groups which are the lifeblood of rural communities providing an enormous range of activities and services for local people all on a voluntary basis.

Nominations cannot be accepted for groups run by statutory bodies or on a commercial basis.

How to enter

Nominations can be made either by the groups themselves or by another local community organisation via the nomination form, either online or by post.

1st Prize £200 and a commemorative certificate.



Risk Assessment Schedule

	Date	Minute Reference	Amended
Adopted: (Annual review)	Nov 2019	FR15-55	New
Reviewed:	Sept 2020	FR20-80	Yes
	Oct 2021	FR21-143	No
	Nov 2022	FR22-234d	No
	May 2023	FR23-273	Yes
	April 2025	FC25-883a	Yes

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Governance and Accountability for Smaller Authorities in England (March 2020).

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic, and focused approach to managing risk, which:

- Identifies the subject.
- Identifies what the risk may be.
- Identifies the level of risk.
- Evaluates the management and control of the risk and records findings.
- Reviews, assesses, and revises procedures if required.

Risk Rating				
High				
Moderate				
Low				
Likelihood of occurrence		Impact of Risk		
		High	Moderate	Low
	3	Low	Moderate	High
	2	Low	Low	Moderate
	1	Low	Low	Low
		1	2	3

RISK ASSESSMENT PHILOSOPHY

1. PURPOSE

To provide guidance to the Parish Council to enable them to control risks associated with their activities.

2. SCOPE

This Procedure applies to all notified risks of Galleywood Parish Council.

3. DEFINITIONS

- a. Risk – A risk is the likelihood that the potential for harm or loss posed by a hazard will materialise.
- b. Hazard – A hazard is a condition in the parish, equipment, article, substance, machine, installation, or situation that has the potential to cause harm or loss or both.
- c. Control Measures - Precautionary measures that reduce or eliminate the risk.
- d. Competent Person - A person who, by reason of their training, knowledge, and experience, is considered capable of adequately assessing the health and safety risks associated with the operation being carried out.
- e. Residual Risk - The risk that remains after all the identified control measures have been put into place.

4. METHOD

The Parish Council should follow the general principles of prevention

- If possible, avoid risk altogether.
- Evaluate the risks which cannot be avoided.
- Combat risks at source.
- Take advantage of technological and technical progress for improving working methods and making them safer.
- Replacing the dangerous by the non-dangerous or the less dangerous.
- Give appropriate instruction to councillors and contractors.

MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records (both paper and electronic) are kept at the Parish Office. The Parish Council has a secure online backup system that backs up files as they are created or changed. In the event of the Clerk being indisposed the Administrative Assistant will provide administrative support. The ability to work off site is provided should the need arise.	Annual review- Ensure procedures below are undertaken.
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Keene Hall, Watchouse Road. The Clerk holds a key to the Keene Hall and Parish Office and in the event of absence the Administrative Assistant also holds a key. The Chair of the Parish Council also holds a third key. All the premises and facilities are considered to be satisfactory in terms of health and safety, accessibility, and comfort aspects, for the Clerk, Administrative Assistant, Councillors, and any Public who attend.	Existing procedure adequate
Parish Council Office			A Health and Safety notice for the premises is provided by the Keene Hall. There is no disabled access to the first-floor office. A doorbell is provided, and staff meet residents on the ground floor. A Risk Assessment for the office is in place	Annual review of the Risk Assessment
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived, will be held in the Parish Office. Keys to the Parish Office are held by the Clerk, Administrative Assistant, and the Chair	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage	M	The Parish Council's electronic records are stored on the Parish Council computer. The Parish Council has a secure online backup system that backs up files on a daily basis. -	Annual review

FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underline annual precept. Each Parish Council Committee monitors their budget information and detailed budgets are prepared in late autumn. The precept is considered by the Finance and Resources Committee in November prior to making a recommendation to Council in January	Existing procedure adequate

Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements in place Employers Liability, Public Liability and Fidelity Guarantee are statutory requirements.	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Parish Council has Financial Regulations which set out the requirements for banking, the making of payments and internal audit.	Existing procedures Adequate Annual Review of Financial Regulations
Cheques Online payments	Loss through theft or dishonesty	L	Monthly bank reconciliation prepared by the Clerk and checked by the appointed member for verification purposes in accordance with Parish Council written guidelines. Internal and external audits undertaken. The Clerk prepares a monthly Schedule of Payments Two signatories authorise all invoices prior to online payment by the Clerk. The schedule of payments is verified by the two signatories after payment. All payments must be detailed in the Financial Reports presented to the Finance and Resources Committee. The Clerk has delegated authority to pay invoices up to £500 prior to meeting approval. The Parish Council use LGAs137 as they do not have the General Power of Competence	Existing procedures Adequate Annual review of Financial Regulations Annual review – Clerk currently not CiLCA qualified.
Petty cash	Not Applicable		Petty Cash is no longer in use once funds are depleted. (FR23-273)	
Clerk	Loss of Clerk	M	In the event of the Clerk resigning, the Council employs an Administrative Assistant who could cover interim, or the services of a Locum Clerk would be sought.	Membership of SLCC maintained. Monitor working Conditions
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to. Internal procedures in place	Existing procedures adequate
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice	
	Salary paid incorrectly	L	Timesheets kept Payroll is outsourced	
Payroll	Breach of employment laws including NI and tax	L	Procedures in place. Members of NALC & EALC who provide updates for review by the Personnel Committee. Payroll is outsourced to a payroll company	Annual Audit carried out by Internal Auditor

Safe	Loss of contents	L	Shared access to the safe by Keene Hall staff, however, it is housed in a locked office	Existing procedures adequate
Election Costs	Risk of election cost	M	Risk in an election year. There are no measures which can be adopted to minimise risk of having a contested election General Reserves meet costs.	Existing procedures Adequate.
	of election to fill a casual vacancy	M	Cost of the election would be met by general reserves	Consideration of increase in budget to allow contingency
VAT	Re-claiming/charging	L	The Parish Council has financial regulations which set out the requirements. VAT recovered annually	Existing procedures Adequate Reviewed annually
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is completed and signed by the Parish Council and the Internal Auditor. It is then checked and sent on to the External Auditor within the time limit. Clerk prepares a timetable for submission	Existing procedures adequate

ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture and	Damage to bins, noticeboards, bus shelters and benches etc.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Parish Council staff	Existing procedures adequate Asset Register is reviewed annually
Office equipment	Damage to property, personal risk to public/staff/members	L	Insurance cover in place. The Keene Hall provides confirmation of adequate insurance to cover the buildings and business activities. The Keene Hall carries out pat testing, fire risk assessment, an alarm system with a maintenance contract and fire extinguisher maintenance contract. A Health and Safety Notice is displayed in the office Health and Safety at work booklet and accident record in the office (all staff are aware of the location) PAT testing of office equipment is carried out as required	Insurance reviewed annually.
Galleywood Public Conveniences	Damage to building, vandalism	L	Insurance cover in place. A schedule of incidents is maintained. Problems are rectified immediately to ensure the facility is open to the public. Water testing is carried out as required to mitigate the risk of legionella	Existing procedures are adequate. CCTV is in place Risk assessment and legionella control processes are in place

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted	Existing procedures Adequate
	Working Parties taking decisions	L	Ensure clear terms of reference are in place. Financial Regulations in place.	Financial Regulations and Terms of Reference are reviewed annually
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements	Existing procedures Adequate
			Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting	Undertake adequate training
			Minutes and agendas are displayed according to legal requirements. Business conducted at Parish Council meetings should be managed by the Chair according to Standing Orders	Members adhere to Code of Conduct and Standing Orders. Standing Orders are reviewed annually
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessment of any individual event undertaken e.g., Senior Citizens Christmas lunch	Existing procedures Adequate Insurance policy is reviewed annually
Employer Liability	Non-compliance with employment law	L	Training is shared to ensure the Personnel Committee is aware of current legislation Advice is sought from the Parish Council's insurance company where required	Existing procedures Adequate Insurance policy is reviewed annually
Employee Liability	Causing injury (damage) to employee property	L	Employer's Liability insurance in place. Insurance cover in place	Insurance policy and Risk Assessment are reviewed annually
Councillor Liability	Causing injury (damage to Councillors)	L	Insurance cover and risk assessment in place	
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures Adequate
	Proper and timely reporting via Minutes	L	Parish Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting	Existing procedures adequate
	Proper document control	L	Retention of document policy in place	Existing procedures Adequate
Freedom of	Policy Provision	L-M	The Parish Council has the following documents in place:	Monitor and report on any impacts made

Information and Data Protection			<ul style="list-style-type: none"> a model publication scheme Privacy Data Notices Privacy Policy Data Protection Policy Document Retention Policy 	under the freedom of information and data protection Regular policy reviews.
GDPR	Breach of GDPR	M	Privacy Policy published on website. Data Protection audit is undertaken, and action taken where appropriate. Registration with ICO.	Review annually

COUNCILLORS PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting	Existing procedures Adequate.
	Register of Members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis	Members to take responsibility to update their register

COUNCIL REPUTATION

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Councillor and staff	Bringing the Council into disrepute	M	Councillors understand and receive Code of Conduct training. A professional approach is undertaken on all Parish Council matters	Not all Councillors have received training Members to identify any training needs.



Financial Regulations

	Date	Minute Reference	Amended
Reviewed Annually:	2022	FR22-234	No
	2023	Awaiting Model from NALC	
	Sept 2024	FC24-824	Yes
Reviewed	April 2025	FC25-883b	Yes (NALC)

FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. **The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force in 05 March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.**

Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

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

- l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they do not apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
 - 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
 - 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
 - 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
 - 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
 - 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council's website.

GALLEYWOOD PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 17 April 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 Clerk has been appointed as the RFO, and these regulations apply accordingly. The Clerk, as 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 £2500.**
- **authorise expenditure for any item not included in the agreed budget.**

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, as the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. The council shall review this policy and consequential risk management arrangements at least annually.

2.3. When considering any new activity, the Clerk, as 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 Clerk as 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 Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Clerk, as 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 Finance and Resources (FR) Committee.

- 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. The Clerk shall determine all accounting procedures and financial records of the council, as the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk, as the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk, as 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 Clerk, as 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
- is not involved 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 Clerk, as 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 Clerk, as 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, no later than October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council.

4.3. No later than October each year, the Clerk, as the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially and not started projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the F&R committee and a recommendation made to the council.
- 4.6. Having considered the proposed budget, 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 December for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The Clerk, as 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. It is the normal practice of our billing authority (Chelmsford City Council) to request our precept by the first working day of January.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for always obtaining value for money.**
Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk, as the RFO shall seek at least three fixed price quotes.
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk, as the RFO shall try to obtain three estimates.
- 5.10. For smaller purchases, the Clerk, as RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - 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. 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:
- i. the Clerk, under delegated powers, for items up to £500
 - ii. the Clerk, in consultation with Chairman of Council for items up to £1000
 - iii. the F&R committee of the council for items up to £1500
 - iv. the council for all items over £1,500
 - v. in respect of grants, the F&R committee within any limits set by council and in accordance with any policy statement agreed by the council.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

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

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council 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 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 £1000 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 Chairman as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered, 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 Clerk, as the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk, as the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest Bank and Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods, or services were received, checked, and represent expenditure previously authorised by the council before being certified by the Clerk, as 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/cheque, in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk, as the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation. (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year-
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each occasion when payment is made, to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk, as the RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £250 excluding VAT by credit or debit card, within an agreed budget.
 - ii. payments of up to £1000 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, as the 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 F&R committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £15,000, provided that a list of such payments shall be submitted to the next appropriate meeting of F&R committee.
 - v. Following receipt of Precept, unlimited fund transfers to maintain the councils recommended limits for individual bank accounts at £85k, or as legislation dictates²
- 6.10. The Clerk, as the RFO shall present a schedule of payments requiring authorisation, together with the relevant invoices, to two bank signatories. Having reviewed the schedule for compliance and, having satisfied themselves, the bank signatories shall authorise payment and initial the schedule immediately. A detailed list of all authorised payments shall be forwarded to all members by email and minuted at the next finance meeting.

² The UK regulators, [Financial Conduct Authority](#) and the [Prudential Regulation Authority](#)

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk, as the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk, as the RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 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 printed for approval by two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7. Evidence shall be retained showing which members approved the payment and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided at the next F&R committee meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members.
- 7.10. Payment may be processed by the Clerk, as the RFO by BACS, by resolution of the Finance committee provided that each payment is approved by two authorised bank signatories, evidence is retained, and any payments are reported to F&R committee at the next meeting.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier or invoices noting a change of bank details, which have been verified by the Clerk, as the RFO and one signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities 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 and countersigned by the Clerk, as the RFO.

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. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a F&R committee meeting. Any signatures obtained away from council meetings shall be reported to the F&R Committee at the next convenient meeting.

9. Payment cards

9.1. Any Debit or Credit Card issued for use will be specifically restricted to the Clerk, as the RFO and will also be restricted to a single transaction maximum value of £250 unless authorised by council or the F&R committee in writing before any order is placed.

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, as the RFO and any balance shall be paid in full each month.

9.3. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Payment of salaries and allowances

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

10.2. **Councillors' allowances where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

10.3. 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.

10.4. 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.

- 10.5. 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.
- 10.6. 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. Two signatories will review payroll reports to ensure that the correct payments have been made.
- 10.7. 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.
- 10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

- 11.1. 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.
- 11.2. 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.
- 11.3. 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. The council shall review any Strategy and Policy at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk, as the RFO.
- 11.6. 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.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk, as the RFO.
- 12.2. 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. The Clerk, as the RFO shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Clerk, as the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk, as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The Clerk, as the RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted once the year end has been completed.
- 12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. Payments under contracts for building or other construction works.

- 13.1. Where contracts provide for payment by instalments the Clerk, as 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.
- 13.2. Any variation of addition to or omission from a contract must be authorised by the Clerk, as the RFO 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.

14. Stores and equipment

- 14.1. The Clerk shall be responsible for the care and custody of stores and equipment.
- 14.2. 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.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The Clerk, as the RFO shall be responsible for periodic checks of stocks and stores.

15. Assets, properties, and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The Clerk, as 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, in accordance with the councils Inventory and Asset Policy and Account and Audit Regulations.
- 15.3. 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.
- 15.4. 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).

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.

16. Insurance

- 16.1. The Clerk, as 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.
- 16.2. The Clerk, as RFO shall give prompt notification to the Chairman of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. Where the Clerk is notified of any loss, liability, damage, or event likely to lead to a claim, they shall report these to the council at the next available meeting. The Clerk, as the RFO shall negotiate all claims on the council's insurers in consultation with the Chairman.
- 16.4. 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.

17. Suspension and revision of Financial Regulations

- 17.1. The council shall review these Financial Regulations annually and following any change of Clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, if 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.
- 17.3. 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, as the RFO 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 the council has agreed an electronic tendering process.
- 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.d.iii and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or F&R 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.

Galleywood Parish Council



Standing Orders

	Date	Minute Reference	Amended
Adopted: Annually reviewed	May 2018		
	Sept 2023	FC23-673	Yes
	Sept 2024	FC24-825	Yes
	April 2025	FC25-883c	Yes (NALC)

INTRODUCTION

The changes pertain to sections 18.a.v, 18.c, 18.d, and 18.f. Additionally, Model Standing Order (England) 14 has been revised to better align with Code of Conduct requirements, resulting in the removal of sections 14.a, 14.b, and 14.c. Furthermore, the language in the document has been changed to use gender-neutral terms in accordance with NALC's policy and the Civility and Respect Project

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

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

GALLEYWOOD PARISH COUNCIL

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1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to 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 understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) 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) disregards 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 for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (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 (2) 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 stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort).
- j A person who speaks at a meeting shall direct 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 A meeting shall not exceed a period of (2) hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (2) 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 they have 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 they resign 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, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and**

shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of 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. Election of Committee Chair and Vice Chair by Committee members only.
 - ix. Appointment of any new committees in accordance with standing order 4.
 - 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.

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 (2) members of the committee [or the sub-committee], any (2) 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 (5) 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 by completing Appendix A (Councillor agenda request form) at least (7) 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 (5) 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 Draft minutes are normally circulated to all Councillors within one week of the said meeting.
- 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. (not relevant to GPC)**
-
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- 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 of the meeting for which approved minutes exist shall be destroyed. Recordings of meetings will be kept in line with Recordings of Meeting Protocol (Appendix B).

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

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 (3) 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 the Vice-Chair of the Planning and Highways 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 and Highways or Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide."
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable, a report to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each month.
 - 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 month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a report 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 Council or the Personnel Committee or the Personnel 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 Personnel Committee or, if they are not available, the vice-chair of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c Staff appraisals are the responsibility of the Personnel Committee in line with the Council's Appraisal Policy.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) or the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee relates to the chair or vice-chair of the Personnel Committee or the Personnel sub-committee, this shall be communicated to another member of the Personnel Committee or the Personnel sub-committee, which shall be reported back and progressed by resolution of the Personnel Committee or the Personnel sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (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.

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.

Appendix A

Galleywood Parish Council

Councillor Agenda Request	
Committee:	Full Council / Planning / Finance / Personnel (please circle one of the above)
Date of the meeting	

PLEASE NOTE agenda item requests: these must be received by the Parish Clerk at least 7 working days before the meeting at which you would like your item to be considered.

Agenda item (to be completed by the councillor)	
Please advise what you would like members to do in respect to this agenda item? – To Note / To Consider / To resolve (please circle one)	
Background information: please insert below, as much information as possible so members have the detail they need to make an informed decision	
Who within the parish will benefit?	
How much will this cost? (Please provide quotes if you have obtained these)	£
What budget do you propose this should this be paid from?	
When is a decision needed by?	
Insert the name of each document to be sent out with the agenda pack (pls attach with this document)	<ul style="list-style-type: none">
Implications (to be completed by the Clerk)	
Staffing implications	
Is it within Council objectives/Action Plan	
Do Council have the Power or Duty	
Is there budget available	
Thoughts on Legal requirements	
Thoughts on Risk management	

Appendix B

Galleywood Parish Council

Recordings of Meetings Protocol

1.	Announcement:
a.	'Meeting being recorded' to be stated on each Agenda
b.	Chairman to make announcement at the start of the meeting
c.	Placing a reminder notice on the meeting table to aid Councillors
2.	Councillors to:
a.	Give their name before speaking
b.	Speak clearly and audibly
c.	Wait for a fellow Councillor to complete his/her comment before speaking
d.	Have respect for each other
e.	Refrain from making inappropriate and inflammatory comments which are irrelevant to proceedings
3.	Members of the Public:
a.	When speaking to give their name clearly and use the microphone provided
4.	Who can pause or stop the recording?
a.	The Chairman whose role it is to chair the meeting
b.	The Clerk may give guidance to the Chairman to pause or stop the recording
5.	When can the recording be paused?
a.	In accordance with the Public Bodies (Admissions to Meetings) Act 1960 when business is of a confidential nature
b.	A parishioner wished to address the Council or Committee in confidence
c.	The Chairman pre-empts a sensitive topic or comment about to be made
6.	When can the recording be stopped?
a.	At the conclusion of the meeting
b.	If the last Agenda item is confidential
7.	When the recording is resumed the Chairman will:
a.	For the record give an explanation as to why the recording was paused or stopped
8.	Under no circumstances may the recordings be edited
9.	Where are the recordings stored?
a.	The recordings will be stored on the Galleywood Parish Council shared 365 drive for Councillors and Staff only
b.	The agreed retention period is the same for paper Minutes i.e. indefinite