



To All Members of the Parish Council

You are hereby summoned to attend the Parish Council Meeting of Sacriston Parish Council at The Fulforth Centre on Wednesday, 6th May 2026, at 6.30 pm for the purpose of transacting the following business:

AGENDA

- 1. Election of Chair for 2026/27** – to elect the Chair for the 2026/27 Municipal year, following which the newly elected Chair will sign the Declaration of Acceptance of Office.
- 2. Election of Vice- Chair for 2026/27** – to elect the Vice-Chair for the 2026/27 Municipal year.
- 3. Welcome and Apologies for Absence** – to consider the apologies.
- 4. Resignation of Debra Cumiskey** – to note the Notice of Vacancy has been published.
- 5. Declarations of Interest** -To receive and record any Disclosable Pecuniary Interests in relation to items on the agenda.
- 6. Approval of Minutes** - To approve the minutes of the meeting held on 1st April 2026 (attached)
- 7. Representatives to Outside Bodies** – to appoint representatives to the following: -
 - a. County Durham Association of Local Councils (CDALC) including Smaller Councils Forum** – 2 representatives;
 - b. Sacriston Community Association** - 2 representatives;
 - c. Witton Gilbert Education Foundation** - 1 representative;
 - d. New Hill Allotments** – 1 representative;
- 8. Committees and Working Groups** – to consider the report regarding Committees (attached).
- 9. Subscriptions** – to approve the subscriptions for 2026/27 to the following representative bodies:
 - a. County Durham Association of Local Councils (CDALC)**
 - b. Society of Local Council Clerks (SLCC)**
 - c. The National Allotment Society (NAS)**
- 10. Bank Signatories** – to confirm the bank signatories for the Council's accounts with The Cooperative Bank.
- 11. Calendar of Meetings 2026/27** – to approve the calendar of meetings for 2026/27 (attached).
- 12. Standing Orders Review** – to consider the draft Standing Orders (attached).
- 13. Financial Regulations Review** – to consider the draft Financial Regulations (attached).
- 14. Asset Register Review** – to consider the draft asset register (attached).

- 15. Complaints Procedure** – to consider the draft complaints procedure (attached).
- 16. GDPR Policy** – to consider the draft GDPR Policy (attached).
- 17. Public Participation** - Questions and comments from members of the public (maximum 5 minutes per item/per individual).
- 18. Police Matters**
- 19. Planning Applications** - to receive and consider any response to applications received.
- 20. Growing Sacriston Together in Bloom**
- 21. Parish Assets**
 - a. Bus Shelters
 - b. Village Clock – to consider the service report (attached)
 - c. Parish Building
 - d. War Memorial
 - e. Pit Wheel
- 22. County Councillors' Reports** – to receive the information.
- 23. Reports from Group Representatives**
 - a. **Fulforth Centre** – To receive the verbal report provided.
 - b. **HR and Finance Panel** – to note the information.
 - c. **Sacriston Allotment Association** – to note the information.
- 24. Finance Report**
 - a. To review and approve payment of invoices received (attached).
 - b. To receive the bank statement (attached).
- 25. Species Survey** – to consider the request from Cllr J Robson.
- 26. Durham Miners Gala Advert** – to consider the request (attached).
- 27. Request for a Memorial Plaque at the Crossroads** – to consider the request.
- 28. DUFC correspondence** – to consider a response (attached).
- 29. Insurance Renewal** – to consider the renewal of the insurance policy (attached).
- 30. Date and Time of Next Meeting** - Wednesday, 3rd June 2026 at 6:30 PM

Signed: Mrs C Dixon (Clerk to the Council)



SACRISTON PARISH COUNCIL

Minutes of the meeting held on Wednesday, 1st April 2026 at 6.30 pm In The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr D Robson, Cllr M Morrell, Cllr A Page, Cllr K Wilson, Cllr G Ludlow, Cllr R Mickle, Cllr A Wray, Cllr K Welsh, Cllr E Hopkins and Cllr J Robson
Mrs C Dixon (Clerk)

Also, present was County Cllr T Robson and County Cllr J Pickard.

Item No:

1. Introductions and Apologies for Absence

The Chair opened the meeting at 6.30 pm and welcomed everyone.

Apologies received from Cllr D Cumiskey, Cllr E Waldock, Cllr A Przybysz and Cllr R Sharp

RESOLVED: To **NOTE** the apologies received.

2. Declarations of Interest

RESOLVED: No declarations were received.

3. Public Participation - (Questions & Comments from the public in attendance – max 5 mins per item/individual)

There was 2 members of the public in attendance. No comments were made.

4. Mark Solan (Team Solan) – Guest Speaker

RESOLVED: To **NOTE** that Mark had provided his apologies as he was not able to attend due to work commitments.

5. Approval of Minutes

RESOLVED: The minutes from the Meeting held on 4th March 2026 were accepted and signed as a true record.

6. Police Matters

RESOLVED: To **NOTE** there were no comments.

7. Planning Applications

RESOLVED: To **NOTE** there no applications received.

8. Growing Sacriston Together in Bloom

Cllr Dixon advised members that would was to commence soon on the spring/summer floral displays. He had received comments from members of the public regarding the disrepair of the seats around the Crossroads. These are to be looked at. Cllr Ludlow has spoken to NJ Kearton and he is to purchase some additional gravel for the area.

RESOLVED: To **NOTE** the update.

9. Parish Assets

a. Bus Shelters

RESOLVED: Nothing to report.

b. Village Clock

The village clock was due to be serviced, and the contractor was to call Cllr Dixon on 31st March however, there was no phone call received.

RESOLVED: The clerk is to confirm if the clock was serviced and ask for an update on the blue light.

c. Parish Building

RESOLVED: Nothing to report.

d. War Memorial

RESOLVED: Nothing to report.

e. Pit Wheel

RESOLVED: Nothing to report.

10. County Councillor Report - Cllr T Robson;

- Discussion about the textile bin and where it could be relocated. Cllrs advised of their preferred location.
- Hallow Dene – reports have been made to the neighbourhood warden.
- Charlaw Fell – traffic order
- Rubbish from behind the pizza shop has been removed again.
- The motorcross bikes seem to be back again.
- Priory Court – hedging has been reported.

Cllr T Robson and Cllr J Pickard provided an update regarding the phase 3 development of Persimmon Homes and advised that the planning application had been approved.

RESOLVED: To **RECEIVE** the report.

11. Reports from Group Representatives

a. Fulforth Centre – Cllr Dixon provided a verbal update.

RESOLVED: To **NOTE** the information provided by Cllr Dixon.

b. HR and Finance Panel

The meeting had been postponed, and the next meeting would take place on 11th May.

RESOLVED: To **NOTE** the information.

c. Sacriston Allotment Association

The meeting had been postponed, and the next meeting would take place on 11th May.

RESOLVED: To **NOTE** the information.

12. Finance Report

The Clerk updated members regarding the current bank account balance of £51,685.98. The clerk had submitted a VAT claim for £1,711.47.

a. To review and approve payment of invoices received.

RESOLVED: to **APPROVE** payment of the invoices. Two additional invoices were received and **APPROVED** from DCC one for the floral displays 25/26 (£9291.02) and the other for election costs (£11,504.88).

13. Website Redevelopment and Email Management

Report discussed.

RESOLVED: To **APPROVE** the clerk to appoint Parish Online to redevelop the website and provide the councillor email addresses.

14. Policies

a. IT Policy

RESOLVED: to **APPROVE** the policy.

b. Anti-Fraud and Corruption Policy

RESOLVED: To **APPROVE** the policy.

15. Review of the Effectiveness of Internal Controls 2025/26

RESOLVED: To **APPROVE** the Review of the Internal Controls 2025/26 with no comments to note.

16. Risk Management Review

RESOLVED: To **APPROVE** the Risk Management Review 2025/26, with no comments to note.

17. Publication Scheme

RESOLVED: To **APPROVE** the Publication Scheme, with no comments to note.

18. 106 Monies Application

Discussion about the application and Cllr Dixon confirmed that the queries that were raised by Cllr Przybysz had been addressed by Becca at The Fulforth Centre.

RESOLVED: To **SUPPORT** the application.

19. DUFC correspondence

Correspondence was discussed.

RESOLVED: To **SUPPORT** DUFC.

20. Date and Time for Annual Parish Meeting

RESOLVED: To **APPROVE** the meeting to be held on 6th May at 6pm in The Fulforth Centre.

21. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 6th May 2026, at 6.30 pm.

The meeting closed at 19.17pm.

Agreed and signed by Chair of Sacriston Parish Council

Date

SACRISTON PARISH COUNCIL

Committees and Working Groups

6th May 2026

- 1. PURPOSE** – Council to consider review of Committees and working groups; setting of Terms of Reference; and appointment of Members, Chairs and Vice Chairs of those agreed.

- 2. Background**

Sacriston Parish Council currently has the following Standing Committees:

Allotment Committee
HR and Finance Committee
New Hill Allotment Committee

The following Working Group is also in existence:

Sacriston Village News Editorial Sub Committee

At the Annual Meeting of the Council, it would be expected that the Council would review the terms of reference, delegations and membership of committees, sub-committees and working groups (accepting that there could be no delegation to working groups).

- 3. Proposals**

The Council's current committees and working groups should be reviewed, considering their focus and current relevance.

Allotment Committee – Review current terms of reference and delegation proposals.

HR and Finance Committee – currently, the committee is dealing with both Finance and HR related matters. The clerk advises that the council should split the two committees and have a finance committee and a personnel committee

Finance Committee - Review current terms of reference and delegation proposals.

Personnel Committee - Review current terms of reference and delegation proposals.

Sacriston Village News Editorial Sub Working Group – Review the need for the working group.

- 4. RECOMMENDATION** – Council is recommended to consider the information and proposals within the report and decide whether to amend and/or adopt them for implementation and appoint members to the various committees and working groups.

COMMITTEE TERMS OF REFERENCE

AND

SCHEME OF DELEGATION

Relating to the Proceedings and Business

FOR THE

**PARISH COUNCIL
OF
SACRISTON**

May 2026

Approved by Council:

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INTRODUCTION

The Scheme of Delegation covers such matters as have been delegated in accordance with the Local Government Act 1972 s101 to Committees and Sub-Committees.

The Terms of Reference cover Committees, Sub-Committees, and Working Groups established by the Council.

A. CLERK TO THE COUNCIL

1. The Clerk to the Council is designated and authorised to act as **Proper Officer** for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
2. In addition to any delegations arising from Standing Orders, Financial Regulations, and the Job Description, the Clerk to the Council will be authorised to:
 - i. Sign on behalf of the Council any document necessary to give effect to any decision of the Council.
 - ii. Institute and appear in any legal proceedings authorised by the Council.
 - iii. Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
 - iv. Alter the date or time of a council or committee meeting if required, but before doing so, shall consult the Chair of the Council/committee concerned about the need for the change and about alternative dates and times.
 - v. Manage the Council's allotments, land, and other assets.
 - vi. Authorise and manage the installation of publicly requested benches, trees, floral displays, or items.
 - vii. Prepare statements for the press where the known policy of the council exists.
 - viii. Incur expenditure up to a maximum of £5,000.
 - ix. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.
 - x. Authorise the payment of staff wages in line with council policy.
 - xi. Take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - xii. Carry out duties in accordance with the Financial Regulations of Sacriston Parish Council and the approved Audit and Accounting regulations.
 - xiii. Recruit staff, including temporary, if required.

- xiv. Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chair of the Council or Chair of the appropriate Committee will be informed as soon as practically possible of any action taken by the Clerk.
- xv. Action such other matters as may be determined by Council or Committee from time to time.

B. RFO

1. Act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.
2. In addition to any delegations arising from Standing Orders and Financial Regulations, Job Description and any requirements arising from the Accounts & Audit Regulations and “proper practices” framework, the RFO will be authorised to:
 - i. Carry out duties in accordance with the Financial Regulations of Sacriston Parish Council and the legislation and approved Audit and Accounting regulations in place at any time.
 - ii. Incur expenditure up to a maximum of £5,000.
 - iii. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.
 - iv. Prepare VAT reclaim on behalf of the council.
 - v. Issue invoices on behalf of the council.

C. ALLOTMENT COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 7. Substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: Quartley

Public participation: Yes

Officers: Clerk to the Council

Terms of Reference

The Committee will:

- i. Review and oversee all matter related to allotments.
- ii. Review terms and conditions of tenancy.
- iii. Ensure the council complies with all legislative requirements relating to the administration of allotments.
- iv. Undertake reviews of fees applicable.
- v. Oversee the development and implementation of improvement plans for recommendation to Council in the business planning and budgeting processes.
- vi. Make recommendations to the Council regarding expenditure on projects where appropriate.
- vii. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- i. To incur expenditure in accordance with Financial Regulations and the agreed budget to progress agreed projects and works.

Summary

The Committee has delegated responsibility, except when required as above, to make recommendations to the Full Council. Spending authority is limited to within agreed budget for specific previously agreed projects.

D. FINANCE COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 7. Substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: Quartley

Public participation: Yes.

Officers: Clerk to the Council or RFO where appropriate.

Terms of Reference

The Committee will:

- i. Review and oversee all financial reporting with the exception of the approval of the Annual Accounting Statement, final annual budget & precept.
- ii. Review reports of the Internal Auditor, acknowledging that the year end report **must** be presented to Council.
- iii. Ensure the council complies with all legislative requirements relating to the “proper practices” as set out in the SAPPP Practitioners’ Guide.
- iv. Undertake internal control reviews.
- v. Make recommendations to the Council regarding draft budget requirements.
- vi. Make recommendations to the Council regarding expenditure on projects where appropriate.
- vii. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- ii. To incur expenditure in accordance with Financial Regulations and agreed budget to progress agreed projects and works.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. Spending authority is limited to within agreed budget for specific previously agreed projects.

E. PERSONNEL COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 7. No substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: Quartley

Public participation: no.

Substitution allowed: no

Officers: Clerk to the Council, where appropriate.

Terms of Reference

The Committee will:

- i. Review staffing structure and employment levels, and where required, make recommendations to the Council to efficiently discharge the work required of the Council and to review workloads periodically.
- ii. Review terms and conditions of employment, including approval of salaries and increases.
- iii. Act as a recruitment for senior officers, grievance, disciplinary, and attendance/ill health panels.
- iv. Review health and safety at work for all Council employees and put into place effective measures to safeguard their health and safety at work.
- v. Ensure the council complies with all legislative requirements relating to the employment of staff.
- vi. Undertake reviews of working practices and procedures of the Council as a whole when so requested to make recommendations to Council, including relevant human resources policies where applicable.
- vii. Recognise the need for, and benefits of, Member and staff training and positively initiate and react to appropriate opportunities within the context of overall budget resources.
- viii. Oversee the development and implementation of training plans for both Members and employees.
- ix. Make recommendations to the Council regarding expenditure on projects where appropriate.
- x. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- iii. To incur expenditure in accordance with Financial Regulations and agreed budget to progress agreed projects and works.
- iv. Make decisions in relation to termination of employment on matters relating to disciplinary and attendance/ill health procedures.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. In the event of grievance & dismissal decisions, which shall not be reported to Council until such time as appeal periods have expired. Spending authority is limited to within agreed budget for specific previously agreed projects.

SACRISTON PARISH COUNCIL

**CALENDAR OF MEETINGS TO BE HELD
THE FULFORTH CENTRE, FRONT STREET, SACRISTON
FOR THE YEAR 2026/2027**

PARISH COUNCIL MEETINGS

Held on the 1st Wednesday of each month, at 6.30pm, excluding August when the Parish Council is in recess.

6 May 2026
3 June 2026
1 July 2026
August 2026 – NO MEETING
2 September 2026
7 October 2026
4 November 2026
2 December 2026
6 January 2027
3 February 2027
3 March 2027
7 April 2027

ANNUAL PARISH MEETING (Meeting of Electors)

Venue and time to be arranged.

ALLOTMENT COMMITTEE

Held at 6.30pm, on the following dates:

Monday 1 June 2026
Monday 7 September 2026
Monday 7 December 2026
Monday 1 March 2027

FINANCE MEETING

Held at 7pm, on the following dates:

Monday 1 June 2026
Monday 7 September 2026
Monday 7 December 2026 (an additional meeting may be held in January 2027 to review budget)
Monday 1 March 2027

PERSONNEL MEETING

Held at 7.30pm, on the following dates:

Monday 1 June 2026
Monday 7 September 2026
Monday 7 December 2026
Monday 1 March 2027



SACRISTON PARISH COUNCIL

STANDING
ORDERS 2026
(ENGLAND)

Based upon the NALC Model 2025

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

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").

Model standing orders that are in bold type contain legal and statutory requirements.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation, and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice 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.**
- 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 **5 10** minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response

at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of

the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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 ~~notified their~~ ~~are~~ absence;
 - 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 2.5 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 15 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.vii.~~ 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~~.viii. shall determine if the public may participate at a meeting of a committee;
- ~~x~~.ix. 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~~.x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- ~~xii~~.xi. 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 a day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.**
- d **In addition to the annual meeting of the Council, ordinary meetings shall be held in each year on the first Wednesday of the month at 6.30 pm in the The Fulforth Centre, Sacriston or on such dates and times as the Council decides, except for a period of recess in August.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in**

respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adopt appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its

obligations under freedom of information and data protection legislation
(see also standing orders 11, 20 and 21);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES 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 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ~~7~~3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear working 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 5-7 clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required 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 at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if**

having regard to all relevant circumstances any of the following apply:

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~5~~4 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the

Council, occasioned by a casual vacancy in their office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in [an electronic list book](#) for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below ~~£25,000~~ £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the ~~HR and Finance Personnel~~ committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the ~~Council's clerk most senior member of staff~~ shall notify the chair of the ~~HR and Finance Personnel~~ committee or, if ~~he is they are~~ not available, the vice-chair (~~if there is one~~) of the ~~HR and Finance Personnel~~ committee of absence occasioned by illness or other reason and that person shall report such absence to the ~~Personnel Committee Council~~ at its next meeting.
- c ~~A Sub-Committee of 2 The chair of the HR and Finance committee or in their absence, the vice-chair~~ shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employee. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the ~~Personnel HR and Finance~~ committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the ~~Council's most senior member of staff (or other members of staff) clerk~~ shall contact the chair of the ~~HR and Finance Personnel~~ committee or in their absence, the vice-chair of the ~~HR and Finance Personnel~~ committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the ~~Council 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 ~~the Employee clerk~~ relates to the chair or vice-chair of the Council ~~or any sub-committee of the Personnel Committee~~, this shall be communicated to another member of the ~~HR and Finance Personnel~~ committee, which shall be reported back and progressed by resolution of the ~~Council Personnel 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.**

OR

~~*{If gross annual income or expenditure (whichever is the higher) exceeds £200,000} The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*~~

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

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

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

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

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

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

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

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **35** 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.

APPROVED:

MIN:

REVIEW:



SACRISTON PARISH COUNCIL FINANCIAL REGULATIONS

Based upon the NALC Model

2025

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These Financial Regulations were adopted by the council at its meeting held on 6th May 2026.

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 RFO and these regulations apply accordingly. 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 ~~£3,000~~ £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/~~RFO~~ shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/~~RFO~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the ~~HR and~~ Finance 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. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the ~~HR and Finance~~ Personnel Committee at least annually ~~by the end of November in December~~ for the following financial year, and the final version shall be evidenced by a hard copy schedule signed by the Clerk/~~RFO~~ and the Chair of the Council or the Chair of the ~~Personnel HR and Finance~~ Committee. The ~~Clerk~~/RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than ~~November~~ January each year, the ~~Clerk~~/RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the ~~HR and Finance~~ Committee no later than the end of November each year.
- 4.6. The draft budget annual forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~HR and Finance~~ Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and annual forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The ~~Clerk/RFO~~ should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed ~~£30,000~~ ~~£20,000~~ including VAT, the Clerk/~~RFO~~ shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/~~RFO~~ shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/~~RFO~~ shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk/~~RFO~~ shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**

- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or the HR and Finance committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk/~~RFO~~, under delegated authority, for any items below £5,000 excluding VAT.
 - the Clerk/~~RFO~~, in consultation with the Chair of the Council or Chair of the ~~HR and~~ Finance committee, for any items below ~~£10,000~~ 7,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £7,000 ~~£10,000~~ excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £7,000 ~~10,000~~;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order 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 or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/~~RFO~~ may authorise expenditure of up to ~~£10,000~~ 7,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/~~RFO~~ shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods, and services above £500 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~~/RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the ~~Clerk~~/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-Operative 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~~/RFO.

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

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or the ~~HR and~~ Finance Committee, unless the council resolves to use a different payment method.

6.6. For each financial year the ~~Clerk~~/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 or the ~~HR and~~ Finance Committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by the Chair on each and every 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 the ~~HR and~~ Finance Committee for information only.

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

- i. any payments of up to £5,000 excluding VAT, within an agreed budget.

- ii. payments of up to ~~£10,000~~ 7,000 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/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the HR and Finance committee.

~~iv. — Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the HR and finance committee.~~

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

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the ~~Clerk~~/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts. The Clerk/~~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 sent by email to 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 using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

- 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 by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the HR and Finance Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/~~RFO~~ and a member of the ~~HR and~~ Finance Committee. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. 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.
- 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 council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/~~RFO~~, and the Chair and Vice Chair and will also be restricted to a single transaction maximum value of £500 unless authorised by council or the ~~HR and~~ Finance committee.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/~~RFO~~ and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/~~RFO~~ (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or the Personnel ~~HR and Finance~~ committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the ~~HR and~~ finance committee to ensure that the correct payments have been made.

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

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

12. Loans and investments

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

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

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

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the ~~Clerk~~/RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk/~~RFO~~. The ~~Clerk~~/RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/~~RFO~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £1,000 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/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.

15. Assets, properties and estates

15.1. The Clerk/RFO 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/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

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).

15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

16.1. The Clerk/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/RFO shall give prompt notification to the Chair of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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

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, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of Clerk ~~or~~ RFO. The Clerk ~~RFO~~ 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, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

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/~~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/~~RFO~~ in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/~~RFO~~ 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 18c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

SACRISTON PARISH COUNCIL ASSET REGISTER							
REF NO.	DESCRIPTION / LOCATION	I.D (IF APPLICABLE)	DATE ACQUIRED	PURCHASE COST (£) (IF KNOWN)	VALUE (£)	CUSTODIAN	DISPOSAL / DISCHARGE
1	Allotment sites (Cross Lane, Daisy Hill and New Hill)	N/A	Unknown	£1.00	£1.00	Allotment Association	
2	Council Chambers, Front Street, Sacriston, DH7 6JT	N/A	Unknown	Unknown as building was gifted	£150,469.80	Clerk	
3	Council Chambers contents	N/A	Unknown	Unknown	£6,134.19	Clerk	
4	Street Lights x 3	N/A	Unknown	Not purchased	£2,256.89	Clerk	
5	Bus Shelters x 7	N/A	Unknown	Not purchased	£47,441.58	Clerk	
6	Notice board	N/A	Unknown	£5,000.00	£5,000.00	Clerk	
7	Laptop computer	N/A	Jan-11	£700.00	£700.00	Clerk	Stored with Parish Council
8	Crossroads site / seats and planters	N/A	Unknown	Unknown	£3,000.00	Clerk	
9	Village marker stones and sculptures	N/A	Unknown	Unknown	£2,000.00	Clerk	
10	HP Laptop	Pavillion 14 15 512	Jan-20	£499.00	£499.00	Clerk	
11	HP Printer	Envy 5032	Jan-20	£34.99	£34.99	Clerk	
12	Stihl FS410 B/Cutter	189233575	Aug-21	£664.00	£664.00	Allotment Association	
13	Andreas Stihl Tiller	440789239	Aug-21	£508.33	£508.33	Allotment Association	
14	Remembrance day soliders	N/A	Nov-21	£460.00	£460.00	Clerk	

15	165mm Circular saw	DCS565NQ-XJ	Dec-21	£159.00	£159.00	Allotment Association	
16	18 Volt, 5 Amp Battery	N394624	Dec-21	£59.00	£59.00	Allotment Association	
17	18 Volt, Drill and impact drill	CK266M2TQ-GB	Dec-21	£249.00	£249.00	Allotment Association	
18	54 Volt Flexvolt Alligator saw 6AH	DCS397T2-GB	Dec-21	£569.99	£569.99	Allotment Association	
19	18 Volt 5 amp battery	N394624	Feb-22	£55.00	£55.00	Allotment Association	
20	18 Volt reciprocator saw	DCS367NQ-XJ	Feb-22	£139.00	£139.00	Allotment Association	
21	Two tilt cameras	Positioned on Fulforth Centre	May-22	£744.53	£744.53	The Fulforth Centre	
22	Two mining seats situated next to Pit Wheel	N/A	Sep-22	£3,007.20	£3,007.20	Clerk	
23	Dewalt Brushless impact driver drill & drill set	DCF-787N-SFXL18VXR	Nov-22	£69.98	£69.98	Allotment Association	
24	60v lawnmower (3 years warranty)	20230200660084	23/09/2023	£949.00	£949.00	The Fulforth Centre	
25	60v grass trimmer (3 years warranty)	20230301317538	23/09/2023	£389.00	£389.00	The Fulforth Centre	
26	Pit Wheel		Unknown	£1.00	£1.00	Parish Council	
27	Village Clock		Unknown	Unknown	£40,000.00	Parish Council	
28	Portrait of the King		08/04/2024	£1.00	£1.00	Parish Council	

29	Crossroads Land (leasehold)		02/01/2025	£1.00	£1.00	Parish Council	
30	Laminator		30/03/2025	£26.39	£26.39	Parish Council	
	<u>TOTAL ASSETTS</u>				<u>£265,589.87</u>		



COMPLAINTS PROCEDURE

1. Sacriston Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 6th October 2021 and if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Durham County Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Durham County Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in ~~person, by phone, or by~~ writing to or emailing the Clerk. The addresses and numbers are set out below.

Mrs Claire Dixon
The Fulforth Centre
Front Street
Sacriston
Durham
DH7 6JT

~~07479 024 639 07715966993~~

~~clerk@sacristonparishcouncil.gov.uk sacristonparishcouncil@gmail.com~~

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council, who will report your complaint to the ~~Personnel HR & Finance~~ Committee.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the ~~Personnel HR & Finance~~ Committee proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Parish Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint

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Sacriston Parish Council
Council Chambers
Front Street
Sacriston
DH7 6JT

Sacristonparishcouncil@gmail.co



clerk@sacristonparishcouncil.gov.uk

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Information & Data Protection Policy

Introduction

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In order to conduct its business, services and duties, Sacriston Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

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- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked upon.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Sacriston Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Document Retention Policy and I&T Policy which will ensure information considerations are central to the ethos of the organisation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Sacriston Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual. Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data

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- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Sacriston Parish Council processes personal data in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email address: clerk@sacristonparishcouncil.gov.uk
- Phone: 07715966993

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- Correspondence: The Parish Clerk, The Fulforth Centre, Parish Council Chambers, Front Street, Sacriston, Durham, DH7 6JP

Diversity Monitoring

Sacriston Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Sacriston Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up to date. The personal information will not be shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e) Processing is with consent of the data subject, or Processing is necessary for compliance with a legal obligation. Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk.

Information Correction

If they believe that the information, we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Parish Clerk.

Information Deletion

If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object

If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website.

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Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and

Administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are: Demand led: new technologies and publication of data should support transparency and accountability Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them. Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross

expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sacriston Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Agendas and associated papers no later than three clear days before the meeting.

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Church and Public Clock Specialists.
 Castle Workshops, Dacre, Penrith, Cumbria CA11 0HL.

Telephone: 017684 86933 **Email:** info@clockmaker.co.uk.
Website: www.clockmaker.co.uk

SACRISTON

	Going Train.		Striking Train		Quarter Train.
<input type="checkbox"/>	Inspection	<input type="checkbox"/>	Inspection	<input type="checkbox"/>	Inspection
<input type="checkbox"/>	Wiped/Checked	<input type="checkbox"/>	Wiped/Checked	<input type="checkbox"/>	Wiped/Checked
<input type="checkbox"/>	Wheels Brushed	<input type="checkbox"/>	Brushed	<input type="checkbox"/>	Wheels Brushed
<input type="checkbox"/>	Lubricated	<input type="checkbox"/>	Lubricated	<input type="checkbox"/>	Lubricated
<input type="checkbox"/>	Escapement	<input type="checkbox"/>	Fly & Clicks	<input type="checkbox"/>	Fly & Clicks
<input type="checkbox"/>	Bushes	<input checked="" type="checkbox"/>	Bushes	<input type="checkbox"/>	Bushes
<input type="checkbox"/>	Pinions	<input type="checkbox"/>	Pinions	<input type="checkbox"/>	Pinions
<input type="checkbox"/>	Winding pawl	<input type="checkbox"/>	Winding pawl	<input type="checkbox"/>	Winding pawl
		<input type="checkbox"/>	Countwheel	<input type="checkbox"/>	Countwheel
		<input type="checkbox"/>	Stopwork	<input type="checkbox"/>	Stopwork
		<input type="checkbox"/>	Let-off	<input type="checkbox"/>	Let-off
		<input type="checkbox"/>	Rack	<input type="checkbox"/>	Rack

	Dial Motion Works		Bell Hammers		Weights
<input type="checkbox"/>	Wheels	<input type="checkbox"/>	Hammers.	<input type="checkbox"/>	Weight lines
<input type="checkbox"/>	Bevels	<input type="checkbox"/>	Cranks	<input type="checkbox"/>	Pulleys.
<input type="checkbox"/>	Joints	<input type="checkbox"/>	Pull wires/S hooks	<input type="checkbox"/>	

Quote Urgency

<input type="checkbox"/>	Requested
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Advisories



Church and Public Clock Specialists.
Castle Workshops, Dacre, Penrith, Cumbria CA11 0HL.

Telephone: 017684 86933 **Email:** info@clockmaker.co.uk.
Website: www.clockmaker.co.uk

Comments/Repairs
<p>Control and slave units all in good working order. Clock is showing correct time.</p> <p>The blue light at the top of the clock isn't working, however none of the breakers have switched and all visible wiring looks to be in good condition.</p> <p>I would suspect the clock just requires a new bulb at the top. All the lights behind the dials are working according to a local!</p> <p>This would need to be fitted from the outside, possibly requiring a MEWP as it's 15 + feet up and is located on the high street.</p>
<p>Engineer: Ed salt Date: 31/03/26</p>

Name	Description	Credit	NET	VAT	TOTAL	Paid
Scribe	Allotment Database		£18.00	£3.60	£21.60	01/04/2026
HP Ink	Printer Ink				£59.99	
Salary	Apr-26				£1,055.78	24/04/2026
DCC	Floral Displays 2026 - 2027				£9,291.02	10/04/2026
DCC	Election Costs				£11,504.88	10/04/2026
Cumbria Clock Company	Servicing of the village clock		£240.00	£48.00	£288.00	
CDALC	Subscription Charge				£911.48	
Sacriston Community Association	Finance Officer				£1,456.00	
Durham County Council	Precept	£75,530.42				07/04/2026
Valda Energy	Electricity costs for festive lights				£14.70	09/04/2026
Valda Energy	Electricity costs for festive lights				£25.52	09/04/2026
HMRC	VAT claim	£1,711.47				13/04/2026
HP Ink	Printer Ink		£54.99	£11.00	£65.99	23/04/2026

Durham Miners' Gala Brochure

The Miners' Hall, Flass Street, Red Hill, Durham DH1 4BE. Tel No: 0191 384 3515, Email: dmapress@aol.com

140th Durham Miners' Gala Saturday 11 July 2026

We are writing to invite your organisation to continue to support the 140th Durham Miners' Gala by taking an advert in this year's Gala Souvenir Brochure.

2026 marks the 100th anniversary of the 1926 miners' lockout and General Strike. We are sure to have a huge crowd at the Gala again, which will offer your organisation the opportunity to promote your organisation through the Brochure and your participation on the day.

The Gala is truly the most spectacular and well attended celebration of trades union and community solidarity in the country and we need it to prepare ourselves for the inevitable battles that lie ahead. It is the place where like-minded people derive energy and inspiration and the young are welcomed into the trade union family.

To book an advert please fill in the form below and return it to dmapress@aol.com.

We thank you in anticipation for your continued kind cooperation.
Yours in Solidarity,

Stephen Guy
Chair Durham Miners' Association

Alan Mardghum,
Secretary Durham Miners' Association

Advertising rates are as follows:

**Full page £800; Half page £400; Quarter page £200; Eighth page £100;
Message of support (25 words) £60.**

**The Brochure is A5 portrait, 96 pages printed in full colour throughout and perfect bound.
All artwork must be supplied by 3 June 2026 and can be emailed to dmapress@aol.com in tiff, jpeg or pdf format.**

We wish to place an advert in this year's Gala Souvenir Brochure. (Please tick box)

Full Page Half Page Quarter Page Eighth Page Message of Support

Contact name: Tel:

Email: Organisation:

Address.....

When your order is received we will send an invoice for payment.