



## WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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Tel: 07401 733818

|                  |   |
|------------------|---|
| <b>MEETING</b>   | Annual Meeting of the Parish Council  |
| <b>TIME</b>      | 7.00pm  |
| <b>DATE</b>      | 19 <sup>th</sup> May 2026   |
| <b>VENUE</b>     | Wistow Village Hall, Manor Street, Wistow, Cambs, PE28<br>2QB (w3w ///passages.surpasses.skate) |
| <b>MEMBERS</b>   | 6 – Cllr Simms (Chairman), Cllr Cook, Cllr Gregory, Cllr Rice,<br>Cllr Forster & Cllr Pizzie.   |
| <b>QUORUM</b>    | 3   |
| <b>VACANCIES</b> | 1   |

### The Summons

In accordance with the Local Government Act 1972, sch 12, paragraph 10(2)(b) members of the Council mentioned above are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to members of the public (to include the press) in accordance with the Public Bodies (Admissions to Meetings) Act 1960 section 1(1)

Jessica Knights, PSLCC - Clerk & RFO to Wistow Parish Council

Date: 7<sup>th</sup> May 2026

*J.Knights*

### AGENDA

- |                 |   |
|-----------------|---|
| <b>05/26.01</b> | <b>ELECTION OF CHAIRMAN</b>   |
| <b>AMPC</b>     | To elect a Chairman for the civic year followed by signing of the declaration of acceptance of office.      |
| <b>05/26.02</b> | <b>ELECTION OF VICE CHAIRMAN</b>  |
| <b>AMPC</b>     | To elect a Vice Chairman for the civic year followed by signing of the declaration of acceptance of office. |
| <b>05/26.03</b> | <b>DECLARATION OF ACCEPTANCE OF OFFICE FOR ALL COUNCILLORS</b>  |
| <b>AMPC</b>     |   |

Following the uncontested elections, all Councillors are to sign their declaration of acceptance of office. As advised by the Elections Team, all Councillors must complete their Disclosure of Pecuniary Interests on taking office before the end of 28 days beginning with the day on which they became a member in accordance with the Localism Act 2011, s30 (1).

**05/26.04**  
**AMPC**

**WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

LGA 1972 s85(1) & (2) requires Parish Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting.

To receive and approve apologies for absence.

**05/26.05**  
**AMPC**

**TO RECEIVE DECLARATIONS OF INTEREST**

Councillors must declare any pecuniary or other interests in relation to any agenda item. Councillors must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. Councillors cannot remain to hear or make representations unless, accordance with Standing Orders S.13 a dispensation requests must is made which must be in writing and submitted to the Proper Officer before or at the start of the meeting. The Proper Officer's decision is final.

**05/26.06**  
**AMPC**

**TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**

To consider, approve and sign the minutes of the Council Meeting held on 28<sup>th</sup> April 2026 as a true and accurate record.

**05/26.07**  
**AMPC**

**PUBLIC PARTICIPATION**

At the close of this agenda item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. To allow 15 minutes (3 minutes per person) for any members of the public. LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified therefore the Council cannot lawfully make decisions under this item.

**05/26.08**  
**AMPC**

**DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**

To receive reports from District and County Councillors.

**05/26.09**  
**AMPC**

**BUSINESS TO BE TRANSACTED**

**REVIEW OF POLICIES, PROCEDURES AND REGULATIONS**

- a. To review Financial Regulations and Standing Orders (enclosed).
- b. To review Complaints Procedure & Risk Management Strategy & Register (enclosed).
- c. To reconfirm adoption of the general powers of competence in accordance with the Localism Act 2001, s1 and to confirm eligibility criteria in accordance with Parish Councils (General Power of Competence Prescribed Conditions Order 2012 SI 2012/965).
- d. To review delegation arrangements and scheme of delegation (enclosed).

**05/26.10**  
**AMPC**

**REVIEW OF COMMITTEES AND THEIR REPRESENTATIVES**

- a. To review the terms of reference in relation to the Personnel Committee (enclosed).
- b. To review appointment of members to the Personnel Committee and appointment of new members (report enclosed).

- 05/26.11**      **COUNCIL**  
**AMPC**
- a. To review all portfolio responsibilities and representations on the outside bodies for 26-27 (report enclosed)
  - b. To consider change of date to monthly full council meetings and agree dates of all meetings for the year ahead (report enclosed).
- 05/26.12**      **FINANCIAL**  
**AMPC**
- a. Review and approve subscription list (report enclosed)
  - b. Review and approve direct debit and standing order list (report enclosed)
  - c. Review and approve bank signatories (report enclosed)
  - d. Review, approve and sign payment list to be paid on 29<sup>th</sup> May 2026. All invoices have been examined, verified and certified by the RFO.
  - e. Review, approve and sign, bank reconciliation, cash book, bank statements, budget comparisons and monthly risk audit (enclosed).
- 05/26.13**      **INTERNAL AUDIT 2025-26**  
**AMPC**
- a. To receive and approve the independent Internal Audit report for the financial year ending 31st March 2026 and to consider any improvements required and remedial actions to be taken (enclosed).
  - b. To consider and appoint an Internal Auditor for the financial year 26-27 and to review the independence of the Internal Auditor.
  - c. To review the effectiveness of the Council’s system of internal control.
- 05/26.14**      **AUDIT AND ACCOUNTS 2025-26**  
**AMPC**
- a. To consider, approve, sign and resolve each assertion to the Annual Governance Statement 25/26 (Section 1) of the Annual Governance and Accountability Return (enclosed).
  - b. To consider and approve the certified signed accounting statements received from the Responsible Financial Officer (enclosed).
  - c. To consider, approve and sign the Annual Accounting Statement 25/26 (Section 2) of the Annual Governance and Accountability Return (enclosed).
  - d. To confirm the notice of public rights dates and publication of unaudited annual return accounts for the year ending 31st March 2026.
- 05/26.15**      **AMENITIES**  
**AMPC**
- a. To review and consider the Wistow Village Hall Committee’s risk assessments for Wistowfest26.
- 05/26.16**      **PLANNING**  
**AMPC**
- To review and decide on planning applications:
- a. Kingston House St Johns Place Wistow (ref 26/00380/LBC)
- 05/26.17**      **CLERK’S REPORT**  
**AMPC**
- Report containing activities affecting and pertaining to the Parish (report enclosed).
- 05/26.18**      **CORRESPONDENCE AND COMMUNICATIONS RECEIVED**

**AMPC**

**05/26.19**

**AMPC**

**MATTERS FOR FUTURE AGENDA ITEMS ONLY**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

To raise agenda items for the next meeting.

**05/26.20**

**AMPC**

**DATE OF NEXT FULL COUNCIL MEETING**

Tuesday 30<sup>th</sup> June 2025 in the Village Hall at 7.30pm.



**WISTOW PARISH COUNCIL**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, ..... having been elected to the office of Chairman of WISTOW PARISH COUNCIL declare that I take office upon myself and will perform my duties duly and faithfully according to the best of my judgement and ability.

Signed ..... Date.....

This declaration was made and signed before me:

Signed ..... Date.....

**Jess Knights, PSLCC**

**Clerk & Responsible Financial Officer at Wistow Parish Council**



**WISTOW PARISH COUNCIL**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, ..... having been elected to the office of Vice Chairman of WISTOW PARISH COUNCIL declare that I take office upon myself and will perform my duties duly and faithfully according to the best of my judgement and ability.

Signed ..... Date.....

This declaration was made and signed before me:

Signed ..... Date.....

**Jess Knights, PSLCC**

**Clerk & Responsible Financial Officer at Wistow Parish Council**



## **WISTOW PARISH COUNCIL**

### **Councillor Privacy Notice**

#### **When you sign your Declaration of Acceptance of Office and take your seat on Wistow Parish Council**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. The Council will provide you with a dedicated email address for conducting Council business. Your role as a councillor requires the publication of your name and certain contact details. This information will be published by the Council.

You may provide additional contact details which are not for publication. If you do so, the Council will hold that information with your express consent and the information will not be shared with any third party.

#### **The legal basis for the Council's Right to Process Your Information**

General Data Protection Regulations 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 or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security**

Wistow Parish Council has a duty 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. Copies of these policies can be requested.

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. You may request the deletion of your data held by Wistow Parish Council at any time.

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the clerk to request this.

**Information Deletion**

If you wish Wistow Parish Council to delete the information about you please contact the clerk to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the clerk to object.

**Rights Related to Automated Decision Making and Profiling**

Wistow Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the clerk at Wistow Parish Council and/or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Wistow Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Wistow Parish Council do not use profiling, we do not sell or pass your data to third parties. Wistow Parish Council do not use your data for purposes other than those specified. Wistow Parish Council make sure your data is stored securely. Wistow Parish Council delete all information deemed to be no longer necessary. Wistow Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data.

## Declaration of Acceptance of Office

I .....

having been elected to the office of Councillor of WISTOW PARISH COUNCIL declare that I will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I further declare that I will perform my duties in accordance with the LGA Code of Conduct 2020 which was implemented by Wistow Parish Council.

Signed ..... Date.....

This declaration was made and signed before me:

Signed ..... Date.....

**Jessica Knights, PSLCC**

**Clerk and Responsible Financial Officer to Wistow Parish Council**

## Acceptance of Electronic Summons

To the Clerk, Wistow Parish Council,

I, .....  
Give my consent to the summons to attend meetings to be transmitted in electronic form to my email address:

E-mail address: .....

This consent will continue until I give notice to you withdrawing my consent.

I will follow the General Data Protection Regulations when using this email address and devices.

I will protect the data I hold with up-to-date anti-virus security

I will ensure that the device automatically locks if inactive for a period of time

I will understand and take appropriate action when connecting my devices to IT systems

Security of Wi-Fi networks, such as those found in hotels and cafes, Councillors should be aware that some devices may automatically connect to open Wi-Fi networks as they are found by the device

I will take appropriate measures to protect against unauthorised or unlawful access, for example if the device is lost or stolen.

I will make sure that I control access to the data or device using a password or PIN or encrypting the data.

Councillors must be made aware that the loss or theft of the device is not the only means by which unauthorised or unlawful access may occur. For example, a device may be shared amongst family members in a way that is inappropriate if personal data for which you are using for the Council is stored on it. If a user's device breaks and is returned to the manufacturer under a warranty, Councillors must ensure the protection of the personal data for which you are responsible

I understand that the Councils corporate information is still subject to the Freedom of information Act, even if held on a personally owned device.

I understand that in the event of a security breach, I must be able to demonstrate to Council that I have secured, controlled or deleted all personal data on any devices I use.

Signed ..... Date.....

This declaration was made and signed before me:

Signed:  
Clerk of Wistow Parish Council

Dated:

### **Explanatory note**

The Local Government Act 1972 sch 12 para 10(2) requires the proper officer of the Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member's usual place of residence or:

“where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address”



## WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: [parishclerk@wistowcambsparishcouncil.gov.uk](mailto:parishclerk@wistowcambsparishcouncil.gov.uk)

Tel: 07401 733818

|                        |  |
|------------------------|--|
| <b>MEETING</b>         | Full Council Meeting   |
| <b>TIME</b>            | 7.30pm   |
| <b>DATE</b>            | 28 <sup>th</sup> April 2026  |
| <b>VENUE</b>           | Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate) |
| <b>MEMBERS PRESENT</b> | 4 – Cllr Simms (Chairman), Cllr Cook, Cllr Gregory & Cllr Forster.                           |
| <b>STAFF</b>           | Jess Knights – Clerk & RFO   |
| <b>QUORUM</b>          | 3  |
| <b>VACANCIES</b>       | 1  |

### MINUTES

- 04/26.01 WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
The Council meeting was officially declared open at 19:30pm by the Chairman.  
**RESOLVED:** Apologies were received and accepted by the Council for Cllr Rice due to holiday.
- 04/26.02 TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**  
**RESOLVED:** Council approved the minutes of the Council Meeting held on 31<sup>st</sup> March 2026 as a true and accurate record and were signed by the Chairman.
- 04/26.03 TO RECEIVE DECLARATIONS OF INTEREST**  
**RESOLVED:** No declarations of interest received.
- 04/26.04 PUBLIC PARTICIPATION**  
Open 7:33pm  
Two members of the public present.
- Resident one, on behalf of the Village Hall Committee, provided an update on Wistowfest26 and confirmed that due diligence will be with the Council by 7<sup>th</sup> May 2026.
- Resident two was present to observe the meeting.

**RESOLVED:** As no other members of the public were present, the public forum was closed at 7:37pm.

**04/26.05 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**

Please see appendix 1 for District Cllr Lowe's Report. No report was received for County Council.

**04/26.06 BUSINESS TO BE TRANSACTED  
BIODIVERSITY**

- a. Review and consider biodiversity updates.

**RESOLVED:** As the Clerk has managed to obtain a discount on the two large bug hotels, the Council resolved to spend the additional grant funding on lavender bushes and daffodils in the playing field and a community planting day will be organised.

**04/26.07 COUNCIL OPERATIONS & GOVERNANCE**

- a. **To review and consider an additional member to join the Personnel Committee.**

**RESOLVED:** Council agreed to defer this item until all seats on the Council have been filled.

- b. **To review the recommendations made by the Personnel Committee following the Clerk's annual appraisal on 20<sup>th</sup> April 2026.**

**RESOLVED:** Council agreed to increase the clerk's salary by 2 NJC scale points following a positive appraisal.

- c. **To review and note the first set of changes to the Employment Rights Act 2025 (report enclosed).**

**RESOLVED:** Council reviewed and noted the changes.

- d. **To review and note the uncontested elections and approval of new Councillor Training on 6<sup>th</sup> June 2026 with Cambridgeshire & Peterborough Association of Local Councils (CAPALC).**

**RESOLVED:** Council noted the uncontested elections and agreed for Cllr Pizzie and Cllr Cook to attend the training with CAPALC for £75 each.

**04/26.08 AMENITIES**

- a. **To consider purchase of safety cones for the playing field (report enclosed).**

**RESOLVED:** Council agreed the clerk's recommendation of purchase for cones and safety tape for £124.28 plus VAT. It was further resolved for the clerk to source suppliers to have the reflector sign written to the Parish Council should any be misplaced.

- b. **To review and consider quotes for removal of stumps in playing field and quotes for skip hire.**

**RESOLVED:** Council approved contractor, Emma Jackson, for the stump removal work of £350 (no VAT) and Mick George Ltd for the skip hire of £165 plus VAT.

- c. **To review request from grass maintenance contractor for an extra cut to take place during May 2026.**

**RESOLVED:** Council agreed to decline request due to budget restraints.

**04/26.09**

**PLANNING**

To review planning applications for:

- a. **19 Harris Lane Wistow Huntingdon (ref 26/00578/HHFUL)**

**RESOLVED:** All approved subject to works not taking place on Sundays to reduce noise levels.

- b. **19 Harris Lane Wistow Huntingdon (ref 26/00523/HHFUL)**

**RESOLVED:** All approved subject to works not taking place on Sundays to reduce noise levels.

**04/26.10**

**CLERK'S REPORT**

**RESOLVED:** Council accepted and noted the report.

**04/26.11**

**FINANCE**

To approve accounts for payment on 30<sup>th</sup> April 2026 (report enclosed).

**RESOLVED:** Council approved the payments for 30<sup>th</sup> April 2026 and the payment list and invoices were signed by the Chairman and RFO.

**04/26.12**

To review and approve the following.

- a. Income and Expenditure Account.
- b. Cash book and other files.
- c. Bank reconciliation.
- d. Bank balances, interest and charges in the current and deposit accounts.
- e. Cash flow.
- f. Review budget.
- g. Monthly audit

**RESOLVED:** Council approved the above financial documents and were signed by the Chairman and RFO.

**04/26.13**

**CORRESPONDENCE AND COMMUNICATIONS**

The following correspondence has been circulated to Councillors:

- Town & Parish Newsletter March/April 2026.

**RESOLVED:** Council accepted the above communications.

**04/26.14**

**MATTERS FOR FUTURE AGENDA ITEMS ONLY**

No items were received.

**04/26.15**

**DATE OF NEXT FULL COUNCIL MEETING**

Tuesday 19<sup>th</sup> May 2026 Annual Meeting of the Parish at 6:30pm and the Annual Parish Council Meeting will take place on Tuesday 19<sup>th</sup> May 2026 at 7:00pm.

With no further business to transact, the Chairman declared the meeting closed at 20:18pm.

## **Appendix 1**

### **District Councillor Charlotte Lowe**

#### **Food Waste Collections**

Approximately 80 tonnes of food waste was collected last week across the District. This equates to 16.5 truckloads of food waste diverted from landfill, going instead to creating energy and fertiliser.

If anyone hasn't received their caddies please call 01480 388 382 or email [wasteminimisation@huntingdonshire.gov.uk](mailto:wasteminimisation@huntingdonshire.gov.uk)

#### **East West Rail**

Final consultation - End date 9 June

Wed 6th May - online webinar 3pm - 4.30pm

Sat 30th May - drop in session Belfry Hotel, Cambourne 11am - 6pm

Tuesday 2nd June - Online Webinar 10.30am - 12pm

#### **Crisis Payment for oil central heating users**

Up to £400 per household for those who have 150litres or less in their tank and must be on Universal Credit, Pension Credit or ESA and live in Cambridgeshire. More info is available on Cambridgeshire Community Foundation - [Oil Crisis & Resilience Fund: Support with heating oil costs - Cambridgeshire Community Foundation](#)



# WISTOW PARISH COUNCIL

# FINANCIAL REGULATIONS

## DOCUMENT CONTROL

| Changes                                 | Approved by  | Date Approved | Review Date |
|---|--------------|---------------|-------------|
| Pg numbers, 6.10 and 7.1, 7.4, 7.5, 9.4 | Full Council |               | May 2027    |



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These Financial Regulations were adopted by the council at its meeting held on 27<sup>th</sup> May 2025.



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as 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 £2,500;

## **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 shall prepare, for approval by Wistow Parish 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 shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.



### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by {the council} and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions;



- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

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

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

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.



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

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made 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 £60,000 including VAT, the Clerk advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**



- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order 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 may authorise expenditure of up to £2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.



- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity 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 RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each 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 Finance Committee for information only.



- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 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 certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
  - 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 finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or 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 and they shall initial each invoice. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~3~~four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk 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 ~~RFO 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 3 authorised signatories.
- 7.5. In the prolonged absence of the ~~RFO Service Administrator~~ an authorised signatory shall set up any payments due before the return of the ~~RFO 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/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. 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 or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 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 or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

## 9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## 10. Petty Cash

- a) The council will not maintain any form of cash float. All cash received must be banked intact.

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

## **13. Income**

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



there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments under contracts for building or other construction works**

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

#### **15. Stores and equipment**

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

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).



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

## **17. Insurance**

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

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

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

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

## **18. Charities**

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

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

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

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



### **Appendix 1 - Tender process**

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



# WISTOW PARISH COUNCIL

## STANDING ORDERS 2025 UPDATE (ENGLAND)

### Document Control

| Changes           | Approved By | Approval Date | Next review date |
|-------------------|-------------|---------------|------------------|
| 3.4 & Risk Scheme |             |               | May 2027         |



**Adopted 27<sup>th</sup> May 2025**

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been resolved.
- c A motion on the agenda that is not resolved may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been resolved seconded, it may be withdrawn only with the full council.
- 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 they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are 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.
- 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.



u

## 2. DISORDERLY CONDUCT AT MEETINGS

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

d

## 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 ( 15 ) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 3 ) minutes each.
- 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 chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct 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 are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

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

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



**shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 
- 
- x A meeting shall not exceed a period of { 2 } hours unless a resolution for a half hour extension is proposed by the Chairman.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~3~~ days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint



the chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

#### 5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they 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 they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-**



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

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council



becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES 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 may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within ~~( 7- )~~ days of having been requested to do so by ~~(-2-)~~ members of the committee may convene an extraordinary meeting of the 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 ~~( 2 )~~ 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 days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether



the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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



xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

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

## 12. DRAFT MINUTES

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

- a 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, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of Wistow Parish Council held on [date] in respect of meeting reference 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f A dispensation request shall confirm:



- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**
14. **CODE OF CONDUCT COMPLAINTS**
- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**



15. **PROPER OFFICER**

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

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- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a document book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the 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 and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £60,000 or 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 Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel Committee if they are not available due to illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The ~~chair of the~~ Personnel 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 Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Full Council. ~~the Personnel Committee~~.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chair or vice-chair of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the 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. ~~¶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.



**{Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.}**

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

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

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 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.



# WISTOW PARISH COUNCIL COMPLAINTS PROCEDURE

## DOCUMENT CONTROL

| Amendments                          | Approved By  | Date | Review Date |
|-------------------------------------|--------------|------|-------------|
| Appeal Stage and clearer Timescales | Full Council |      | May 2027    |



## **PURPOSE OF THE PROCEDURE**

This procedure sets out how Wistow Parish Council will handle complaints about:

- Its administration
- Its procedures
- The standard of services it provides

This procedure is based on guidance issued by the National Association of Local Councils and reflects recognised standards of good governance.

## **WHAT IS A COMPLAINT**

A complaint is:

*An expression of dissatisfaction about the Council's actions, lack of action, or standard of service.*

## **PRINCIPLES OF COMPLAINT HANDLING**

The Council will ensure that complaints are:

- Treated seriously and courteously
- Investigated fairly and impartially
- Handled confidentially where appropriate
- Resolved promptly
- Used to improve Council services

## **HOW TO MAKE A COMPLAINT**

### **Informal Complaints**

Minor issues may be raised:

- In person
- By telephone
- By email

These will normally be handled by the Clerk and resolved quickly.



## **Formal Complaints**

Formal complaints must be:

- Made in writing (email or letter), or
- Submitted using the Council's Online Complaint Form which is on our website

### **Submit to:**

- The Clerk
- If about the Clerk, the Chair (*marked Private & Confidential*)

## **COMPLAINT HANDLING PROCEDURE**

### **Stage 1 – Acknowledgement**

- Complaint acknowledged within **5 working days**.

### **Stage 2 – Initial Assessment**

The Clerk (or Chair if appropriate) will:

- Review the complaint,
- Decide if it falls within this procedure,
- Determine whether:
  - Informal resolution is appropriate, or
  - A formal investigation is required

A complaint may not be progressed if:

- It lacks sufficient information or
- It is vexatious, abusive, or repetitive.

### **Stage 3 – Informal Resolution**

Where appropriate, the Council may resolve the complaint by:

- Providing an explanation,
- Offering an apology or
- Taking corrective action



#### **Stage 4 – Formal Investigation**

If required:

- A panel of **2–3 councillors** (with no prior involvement) will be appointed.
- The complainant and relevant parties may be asked to provide evidence.
- Interviews may be conducted.
- A written report will be produced.

Employees will:

- Be informed of the complaint and
- Have the opportunity to respond

#### **Stage 5 – Decision**

The Council (or panel) may decide:

- The complaint is not upheld,
- The complaint is upheld (in full or part),
- Action is required (e.g. apology, procedural change), or
- Referral to another process (e.g. disciplinary procedure)

#### **Stage 6 – Notification**

The complainant will be informed of:

- The outcome
- The reasons for the decision

Normally within **20 working days** of acknowledgement (where possible).

#### **Stage 7 – Review (Appeal Stage)**

If dissatisfied, the complainant may request a review:

- Within **10 working days** of the decision,
- The review will be conducted by different councillors where possible.

The outcome of the review is **final**.



## **COMPLAINTS ABOUT THE CLERK**

Where the complaint concerns the Clerk:

- The Chair will manage the process
- The Vice-Chair will be involved where appropriate

## **COMPLAINTS ABOUT A COUNCILLOR**

If you wish to make a complaint about an elected Councillor, please contact the Monitoring Officer, Democratic Services at Huntingdon District Council.

## **RECORDING AND MONITORING**

The Council will:

- Maintain a log of complaints received
- Record outcomes and actions taken
- Review complaints periodically to identify trends

## **CONFIDENTIALITY AND DATA PROTECTION**

All complaints will be handled in accordance with:

- The Data Protection Act 2018
- UK GDPR

Information will only be shared where necessary to investigate the complaint.

## **UNREASONABLE OR VEXATIOUS COMPLAINTS**

The Council reserves the right to:

- Refuse to consider complaints that are abusive, persistent, or unreasonable
- Limit contact where necessary

This will be done in line with the Council's Vexatious Complaints Policy which can be located on our website.

## **REVIEW OF THIS PROCEDURE**

This procedure will be reviewed:

- Annually, or
- Following significant changes in legislation or guidance.



# Wistow Parish Council

## RISK MANAGEMENT STRATEGY & SCHEME

| Changes           | Reviewed By  | Approval Date | Next review date |
|-------------------|--------------|---------------|------------------|
| 3.4 & Risk Scheme | Full Council |               |                  |



## **Wistow Parish Council**

### **RISK MANAGEMENT STRATEGY & SCHEME**

#### **1. Introduction**

1.1 This document forms Wistow Parish Council's Risk Management Strategy. It sets out:

- What risk management is;
- Why the Parish Council needs a risk management strategy;
- The Parish Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Parish Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

#### **2. What Risk Management is**

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Parish Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:



**Strategic Risk** – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Government intervention.

**Compliance Risk** – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

**Financial Risk** – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Parish Council reserves.

**Operating Risk** – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council's strategic objectives and day-to-day delivery of services:

**Political** – Those associated with the failure to deliver local, regional or national policy;

**Financial** – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload.

**Social** – Those relating to the effects of changes in demographic, residential, or socioeconomic trends on the Parish Council's ability to deliver its strategic priorities;

**Technological** – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives;

**Legal** – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

**Environmental** – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of energy-efficiency, pollution, recycling, emissions etc;

**Partnership/Contractual** – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;



**Human Resources** – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

**Organisational** – Those associated with the review of services and delivering continuous improvement;

**Health & Safety/Physical** – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

**Reputational** – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### 3. Why the Parish Council needs a Risk Management Strategy

- 3.1 Risk management will strengthen the ability of the Parish Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees and service areas have an understanding of risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 [SI 2015/234, reg 3 to ensure that financial, operational and risk management is effective. to establish and maintain a systematic strategy, framework and process for managing risk.](#)

### 4. Risk Management Policy Statement

Wistow Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise

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uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

▲ The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

▲ Risk management is an integral part of the Parish Council's management processes.

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## 5. Implementing the Strategy

### 5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

**Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;

**Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

**Transfer** – The financial impact is passed to others e.g. by revising contractual terms;

**Sharing** – The risk is shared with another party;

**Insuring** – Insure against some or all of the risk to mitigate financial impact; and

**Acceptance** – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

### 5.2 Risk Register

The Strategic Risk Register will be regularly refined and updated as part of this Risk Management Strategy.

### 5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Plan will be reviewed at least annually by the Full Council.



The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Training and Awareness

Risk management training will be provided to councillors and employees annually. Training will include workshops, case studies and guidance on using the risk assessment matrix. Awareness campaigns will ensure risk management remains a priority across all levels of the Council.

Communication and Public Accountability

This document will be published on the Council’s website to promote transparency and public accountability.

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**5.4 Risk Management System**

**Risk Identification** – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

|            |                | Impact         |         |            |          |
|------------|----------------|----------------|---------|------------|----------|
|            |                | Negligible (1) | Low (2) | Medium (3) | High (4) |
| Likelihood | High (4)       | 4              | 8       | 12         | 16       |
|            | Medium (3)     | 3              | 6       | 9          | 12       |
|            | Low (2)        | 2              | 4       | 6          | 8        |
|            | Negligible (1) | 1              | 2       | 3          | 4        |

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.



## 6. Roles and Responsibilities

- 6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.
- 6.2 **Councillors** – Risk management is seen as a key part of Councillors’ stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:
- i) Approval of the Risk Management Strategy;
  - ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
  - iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement
  - iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or the Clerk.
- 6.4 **The Clerk**– will act as the lead officer on risk management, assisted by the Council, and be responsible for overseeing the implementation of the Risk Management Strategy. The Clerk will:
- i) Provide advice as to the legality of policy and service delivery options; ii) Provide advice on the implications for service areas of the Parish Council’s strategic aims and objectives;
  - iii) Update the Parish Council on the implications of new or revised legislation; iv) Assist in handling any litigation claims;
  - v) In consultation with the Parish Council’s external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
  - vi) In consultation with the Parish Council’s external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
  - vii) Assess and implement the Parish Council’s insurance requirements;



- viii) Assess the financial implications of strategic policy options;
- ix) Provide advice on budgetary planning and control;
- x) Ensure that the financial information systems and processes allow effective budgetary control;
- xi) Ensure the Parish Council's Risk Register is maintained;
- xii) Effectively manage the Parish Council's investment and loan portfolio.

6.5 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.6 **Training** – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development is generally provided by the Local Association (CAPALC).

6.7 In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

## 7. Future Monitoring

7.1 **Review of Risk Management Strategy** – This Strategy will be reviewed annually by the Full Council.

## 8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.



### RISK MANAGEMENT SCHEME

|            |                | Impact         |         |            |          |
|------------|----------------|----------------|---------|------------|----------|
|            |                | Negligible (1) | Low (2) | Medium (3) | High (4) |
| Likelihood | High (4)       | 4              | 8       | 12         | 16       |
|            | Medium (3)     | 3              | 6       | 9          | 12       |
|            | Low (2)        | 2              | 4       | 6          | 8        |
|            | Negligible (1) | 1              | 2       | 3          | 4        |

| Assessor                      | Abbreviation |
|-------------------------------|--------------|
| Full Council                  | FC           |
| Chairman                      | C            |
| Parish Clerk                  | PC           |
| Responsible Financial Officer | RFO          |

| SUBJECT                               | RISK   | MANAGEMENT/ CONTROL OF RISK  | REVIEW, ASSESS, REVISE  | ASSESSOR       |
|---------------------------------------|--|--|---|----------------|
| Financial Risk - loss of public funds | <p>Inadequate funds - precept too low.</p> <p>Inadequate record keeping</p> <p>Inadequate reporting of financial movements.</p> <p>Banking irregularities.</p> | <p><del>WPCPC</del> have adopted the NALC Model Financial Regulations.</p> <p>The Clerk presents monthly cashflow at full council meeting by way of monies received, cash book and bank reconciliation. The reports are viewed by all and <del>signed</del> checked by the Chairman at these meetings.</p> <p>Quarterly finance reports are produced and analysed by RFO and Council.</p> <p>Independent internal auditor to review policy and procedure.</p> <p>Budgeting work commences October in order to be ready for precept</p> | <p>Reviewed Yearly</p> <p>Assessed Monthly, quarterly.</p> <p>Revised Annually at full Council.</p> | FC, C, PC, RFO |



|  |  |  |   |                  |
|--|--|--|---|------------------|
|  |  | submission to HDC in time for December deadline.   |   |                  |
| Members interests                          | Conflict of interests<br>Register of members interests | Declarations of interest by members at Council meetings.<br><br>Register of members interests forms reviewed annually.   | Reviewed Monthly<br>Members take responsibility to declare their interests at meeting.<br><br>HDC update the register annually. | FC               |
| Insurance and Assets                       | Adequacy of the policy                                 | An annual review is undertaken of all insurance arrangements. Parish Council assets, Public Liability cover and cover for volunteer workers. The insurance arrangements are discussed at full council meeting prior to renewal.<br><br>Council members are responsible for the risk management of parish assets. | Reviewed Annually (Insurance)<br>Reviewed Monthly (assets)  | FC, PC           |
| Data protection                            | Policy provision                                       | The Parish Council is registered with the Information Commissioners Office.  | Reviewed Annual   | PC               |
| Freedom of Information                     | Policy provision                                       | The Council has a Model Publication scheme in place. The Council is registered with the Information Commissioner. All FOI requests are dealt with by the standard process as set out by the Information Commissioner.  | Reviewed Annually and as required.  | PC               |
| Transparency and accountability            | Policy provision                                       | The Council has adopted the Transparency Code <a href="#">2015 for Smaller Authorities</a>   | Reviewed Annual   | PC               |
| Maintenance (Play Park)<br>Street Lighting | Poor Maintenance of assets or amenities                | All assets owned by the Parish Council are regularly reviewed and maintained.<br><br>All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council.<br><br>Assets are insured.  | Reviewed Annually<br>Assessed Monthly<br>Revised as required  | C, PC, Inspector |



|   |  |   |  |         |
|---|--|---|--|---------|
| Meeting locations                                     | Adequacy Health & Safety   | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.<br><br>Wistow Village Hall conduct their own risk assessments.   | Reviewed Annually<br>Assessed twice monthly<br>Revised as required | FC, PC  |
| Council records – electronic                          | Loss through: Theft, fire damage or corruption of computer       | The Parish Council's electronic records are stored on the Council laptop – the laptop resides at the clerks home. The laptop is stored within a lockable metal cabinet when not in use. Back ups of electronic data are made at regular intervals via cloud storage.<br><u>External IT company retained</u> | Reviewed Annually<br>Assessed Annually<br>Revised as required      | PC      |
| Lone Working  | Physical injury to Clerk or Council members whilst working alone | See Loan Working Policy for full details of requirements.   | Reviewed Annually<br>Assessed Annually<br>Revised as required      | FC, PC  |
| Loss of Key Personnel/over reliance on key individual | Loss of services of employee, or long term sickness.             | The Clerk/Council have put in place detailed documented procedures and would contact CAPALC for support regarding a locum clerk should that be necessary  | Reviewed Annually<br>Assessed Annually<br>Revised as required      | FC      |
| IT Failure  | Loss of documents  | Data backed up at the end of the working week. Good support from email and website company  | Assessed Annually<br>Revised as required                           | FC, PC  |
| Legal Powers  | Illegal activity.  | Educate Council as to their legal powers.   | Assessed Annually<br>Revised as required                           | PC      |
| Reserves  | Ensure adequate reserves.  | Consider when setting budget. Identify any allocated reserves and surplus funds to be earmarked as general reserves.<br>Council to identify an acceptable amount of reserves required for emergency purposes. Recommended by Financial Regulations to be 3-12 months operating costs.                       | Assessed Annually<br>Revised as required                           | FC      |
| Election Costs  | Invoiced at agreed rate<br>By- Election – extra costs needed.    | RFO to check and consider budget ensuring adequate provision is made.<br>Adequate resources to be considered in the budget in the eventuality of a by-election.   | Assessed Annually<br>Revised as required                           | RFO, FC |

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|                 |   |   |  |              |                                  |
|-----------------|---|---|--|--------------|----------------------------------|
| <u>Minutes</u>  | <u>Ensure the minutes are accurate and legal.</u> | <u>Reviewed at following council meeting and signed and approved as a true record.</u>  | <u>Assessed Annually Revised _____ as required</u> | <u>PC, C</u> | <b>Formatted: Font: Not Bold</b> |
| <u>VAT</u>      | <u>VAT analysis.</u>                              | <u>Ensure all items are listed in cash book and VAT returns are completed when have over £100 to reclaim to assist cash flow.</u>   | <u>Assessed Annually Revised _____ as required</u> | <u>RFO</u>   | <b>Formatted: Font: Not Bold</b> |
| <u>Accounts</u> | <u>Employee could defraud Council</u>             | <u>All cheques require two signatures. Accounts are audited independently by an auditor as well a councillor monthly. All payments require 2 authorised Cllrs's to approve payments. All invoices must be signed by the RFO and chairman.</u> | <u>Assessed Annually Revised _____ as required</u> | <u>RFO,</u>  |                                  |



# WISTOW PARISH COUNCIL

## SCHEME & SCOPE OF DELEGATION OF POWERS

### DOCUMENT CONTROL

| <b>Change</b>                            | <b>Approved by</b> | <b>Version Approval Date</b> | <b>Next Review Date</b> |
|--|--------------------|------------------------------|-------------------------|
| Additions of Cllr & Chairman delegations | Full Council       |                              | May 2027                |

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities. The power to delegate functions by local councils is set out in the amended Local Government Act 1972 S.101 (Appendix 1).

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

Decisions are normally taken by the Parish Council at its regular monthly Parish Council meeting or at an additional meeting specifically convened for that purpose. Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

Examples are:-

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts and completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest.
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence

Convening a meeting takes a minimum of three clear days (not counting Sundays and Bank holidays) and on rare occasions emergency business arises that needs a decision and/or action to be taken and it would be inappropriate to convene an additional ordinary meeting of the Council to consider the issue. As the Council has power under s. 101, LGA 1972 to arrange for the discharge of any of its functions by an officer of that authority, it is common practice for standing orders or council resolutions to provide for specific areas of decision-making to be delegated to a proper officer (see LGA 1972 s.270(3) for a formal definition). The Clerk and the Responsible Finance Officer are this parish Council's proper officers.

The Clerk carries out the functions as provided by the Local Government Act 1972, and as set out in the job description for the post. The Council may delegate the full authority of the Clerk to any other temporary or permanent member of staff to act in the Clerk's absence. Delegated actions shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation, and in line with directions given by the Council from time to time.

### **General Administration**

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and publish Members' declarations of interest, and pass the originals to the Monitoring Officer of the Principal Authority;
- Receive and determine Disclosable Pecuniary Interest (DPI) dispensations and report details of all dispensations received, and the decision on them, to the next available Council meeting;
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chair;
- Take steps to fill a casual vacancy in the office of Councillor (in accordance with the Co-Option Policy and Procedure).

- Sign notices or other documents on behalf of the Council;
- Receive, retain, and dispose of plans, notices, records, and documents in accordance with the document retention policy and the law;
- Certify copies of byelaws made by the Council;
- Respond to planning and licensing matters in accordance with the wishes of the Council.
- Act as Safeguarding and Data Protection Officer.

In addition, the Clerk is authorised to undertake the day-to-day administration of the Council, which includes:

- Calling extra meetings of the Council, or any committee, or sub-committee, as necessary, having consulted with the appropriate Chair; except those meetings called in accordance with Standing Orders by the Council Chair or Members;
- Issuing press releases and statements to the press or on social media on the Council's known policies, subject to the provisions of the Council's Press and Media Policy;
- As webmaster, originating, updating, and managing the content on the Council's website and Social Media page(s);
- Responding to requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations (or similar Acts and Regulations);
- Acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Clerk or Members);
- Making arrangements for the routine maintenance of Council property;
- Purchasing basic office equipment and supplies;
- Authorising payment for items below £500 in consultation with the Chairman and RFO where delay to the next Council meeting would be detrimental to the Council or the payee (cf. Finance Regulation 4.1 ).
- Maintain the asset register.
- Determine whether any matters should be referred to the Police, the Monitoring Officer, or other enforcement body (in accordance with the Policy Statements and Procedures).
- Oversee the Council's responsibility as a Burial Authority.

The Responsible Financial Officer to the Council is responsible for the Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

In addition, the RFO is authorised to undertake the day-to-day administration of the Council, which includes:

- Making VAT and other tax returns and claims to Her Majesty's Revenue and Customs
- Apply for grants
- Issuing tenders, obtain quotations, negotiate prices and contract terms
- Placing orders for approved capital projects
- Authorising routine recurring expenditure within the agreed budget (e.g. Software renewals, maintenance)
- Purchase basic office equipment and supplies
- Making arrangements for the maintenance of the IT system;
- Paying the cost of holding an election or by-election, including the cost of polling cards, for the post(s) of parish councillor as determined by and charged for by the electoral officer of the relevant Principal Authority.
- Verifying and carrying out due diligence checks on applications to the Council for grant funding.

- Notifying insurers of changes in circumstances and, in the event of a loss, liaising with insurers appointed representative(s)

### **Emergency Matters**

Wistow PC Financial Regulations uses the power of delegation in cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Such arrangements are lawful provided that the officer does not simply act under the direction of the member, as this would be effectively delegation to a single member and there is no power in the 1972 Act to delegate to a single member.

In the event of any emergency involving the Council's property, premises, or facilities (e.g. damaged bench, flooding, broken equipment etc) the Clerk and/or the RFO are authorised to order any works necessary to prevent any further material loss to the Council;

In the event of any safety critical occurrence or situation (e.g. dangerous branches and or trees, collapsed footpaths, broken play equipment, breached fencing allowing access into an unsafe area, removal of burnt out and or abandoned vehicles) the clerk and/or the RFO are authorised to commit the Council to any expenditure necessary in order to carry out remedial action, or isolate the area or in the case of vehicles arrange their lawful removal, in order to reduce the likelihood of anyone being harmed; to commit the Council to an expenditure of up to £500 for costs incidental to ongoing projects already authorised by Council, or other ongoing work, or minor repairs to facilities (e.g. hire of equipment, purchase of fuel, servicing or repairs to machinery, purchase of wood or fencing materials or gates, purchase of topsoil, plants and shrubs, hire of contractor to offer specialised assistance or to carry out specialised repairs, engaging tradesmen to carry out minor repairs etc.), subject to the Clerk and RFO being confident that the Members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made, and that the expenditure is within the budget (cf. Finance Regulation 5.5).

To avoid late charges under the Late Payment of Commercial Debts (Interest) Act 1998, the Clerk has delegated authority to make payments of items in certain circumstances which must be submitted at the next appropriate meeting of the Council.

In the event of a situation arising which is not covered in this section, to take any action and commit the Council to any expenditure, but not until the circumstances of the situation have been discussed with the Chair or Vice Chair of the Council; in the eventuality of the Chair and Vice Chair not being available (e.g. on holiday) then the Clerk may seek approval from another Councillor; subject always to the Clerk and RFO being confident that the Members, in all probability, would have approved such action and / or expenditure if the facts had been brought to their attention before a commitment to expend the money had been made.

In all the above cases the Clerk and RFO are authorised to only order works or to commit the Council to expenditure as specified. Such actions are to be reported at the next meeting of the Council.

Actual payments still need to be authorised by the Council payments approved in the normal way.

## **Chairman**

No matter may be delegated to the Chairman except for the following:

- Convening an extraordinary meeting of the Full Council;
- Receiving the resignation of any member;
- When attending a Full Council meeting, the powers granted to a chair of a meeting;
- Attending a civic function as a representative of the Council, it being understood that the contents of any speeches must not purport to being the view of the Council unless previously agreed.

## **Chair of a meeting**

When a councillor acts in the role of the chair of a meeting, they shall have the power to:

- Convene an extraordinary meeting of the relevant committee;
- Direct the order of speaking;
- Direct any response to a question posed during public participation;
- Permit an individual to be seated whilst speaking;
- Suspend or close a meeting, where a resolution has been made to that effect, or where the meeting is subject to disorderly conduct, in accordance with the Council's Standing Orders;
- In the case of an equality of votes on any matter, exercise a casting vote;
- Determine the rules of debate, in accordance with the Council's Standing Orders;
- Determine a point of order;
- Put a motion to the vote;
- Sign the minutes of a previous meeting, once confirmed by a resolution as an accurate record;
- Move that a person be silenced or excluded from the meeting for disorderly conduct.

## **Councillors**

No matter may be delegated to an individual councillor, except that:

- Two councillors may convene an extraordinary meeting of the Council, should the Chairman refuse to do so;
- The Chairman and Vice Chairman shall act informally as line managers for the Clerk;
- Matters may be delegated to an officer to determine in consultation with one or more councillors, it being understood that the officer shall not overrule any reasonable request of that member(s), but that the officer's decision shall be final;
- A councillor may arrange or attend a meeting regarding Council business, it being understood that any representations made by the councillor are in their personal capacity, and may not represent the views of the Council;
- A councillor may assist in discharging any Council policy or procedure, if it is expressly permitted in the policy, or if prior approval from the relevant person has been obtained;
- No councillor may issue an instruction to an officer, but may highlight any issue that they believe requires the attention of the Council. Any issue regarding staff performance may only be raised with the Clerk or through the appropriate committee.

## **Committees**

Under the Local Government Act 1972 s101, the Council may appoint committees to undertake any of its functions not described in item 1.1 above.

Best practice on the constitution of committees states that:

*“there should be no more standing committees than are necessary, the membership of the committees should be small, their terms of reference should be clearly specified, and their relationship to the rest of the decision-making structure clearly defined. Each committee should be concerned with matters that can only be dealt with at member level, i.e. there should ordinarily be no involvement in matters of day-to-day administration and operation business that is properly the responsibility of officers.”* (McCourt, 2016, p.211)

A committee may not comprise fewer than three voting members.

Where any member is deemed an ex officio member of any committee, they are a full member of that committee, unless expressly stated otherwise.

Any committee established for the controlling of the Council’s finances, must be solely comprised of councillors (Local Government Act 1972, s.102).

On the terms of reference:

*“[they] should cover the whole of the council’s area of operations, but should be so drawn that one set of terms does not overlap another... most authorities provide for the terms of reference of an appropriate committee to include responsibility for ‘any matter not delegate to... any other... committee.’”* (McCourt, 2016, p.227)

LGA 1972 s.101(2) states that unless otherwise stated, where a power has been delegated to a committee, that committee can arrange for a sub-committee or officer to discharge those powers.

The terms of reference must also not contradict any provision made in the Council’s Standing Orders or Financial Regulations, which shall take precedence where there is any conflict.

‘Standing committees’ is a term used to simply to refer to committees set up ‘year after year’ and they have no statutory or special position of authority.

Separate Terms of Reference will detail the full delegation for each committee.

## **Planning**

In the event that the parish council are unable to meet, the proper officer may offer comments on an application to the planning authority, based on the majority opinion offered by email to the clerk by the council. These views will be presented under delegated authority by the clerk in the usual manner to the planning case officer.

This scheme is only applicable to the permanent proper officer of the council who is not a locum or temporary staff.

## **The Openness of Local Government Bodies Regulations 2014**

Whilst acknowledging the requirement for officers of the Council to produce a written report relating to delegated decisions made under section 7 (2) (b) (i) and (ii), the Council confirms that with regard to paragraph (iii) the word ‘materially’ should be construed in such a manner as to confer upon the Clerk and RFO the authority to commit the Council to expenditure, as outlined within these Delegated Powers, and, as long as the expenditure is accommodated within the Council’s agreed budget headings for the

year, such decisions do not have to be recorded for the purposes of this Act as the expenditure is considered as not having a material effect on the finances of the Council.

## **Appendix 1 amended Local Government Act 1972 S.101**

### **Arrangements for discharge of function by local authorities**

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-Committee or an officer of the authority, or
- (b) by any other local authority

(1A) A local authority may not under subsection (1)(b) above arrange for the discharge of any of their functions by another local authority if, or to the extent that, that function is also a function of the other local authority and is the responsibility of the other authority's executive.

(1B) Arrangements made under subsection (1)(b) above by a local authority ("the first authority") with respect to the discharge of any of their functions shall cease to have effect with respect to that function if, or to the extent that,—

- (a) the first authority are operating or begin to operate executive arrangements, and that function becomes the responsibility of the executive of that authority; or
- (b) the authority with whom the arrangements are made ("the second authority") are operating or begin to operate executive arrangements, that function is also a function of the second authority and that function becomes the responsibility of the second authority's executive.

(1C) Subsections (1A) and (1B) above do not affect arrangements made by virtue of section 9EB or 19 of the Local Government Act 2000 (discharge of functions of and by another authority).

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Where arrangements are in force under this section for the discharge of any functions of a local authority by another local authority, then, subject to the terms of the arrangements, that other authority may arrange for the discharge of those functions by a committee, sub-committee or officer of theirs and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of that other authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so,—

- (a) they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities; and

(b) any enactment relating to those functions or the authorities by whom or the areas in respect of which they are to be discharged shall have effect subject to all necessary modifications in its application in relation to those functions and the authorities by whom and the areas in respect of which (whether in pursuance of the arrangements or otherwise) they are to be discharged.

(5A) Arrangements made under subsection (5) above by two or more local authorities with respect to the discharge of any of their functions shall cease to have effect with respect to that function if, or to the extent that, the function becomes the responsibility of an executive of any of the authorities.

(5B) Subsection (5A) above does not affect arrangements made by virtue of section 9EB or 20 of the Local Government Act 2000 (joint exercise of functions).

(6) A local authority's functions with respect to levying, or issuing a precept for, a rate shall be discharged only by the authority



# Wistow Parish Council

## Personnel Committee

### Terms of Reference

#### DOCUMENT CONTROL

| Amendments        | Approved By  | Date | Review Day |
|-------------------|--------------|------|------------|
| Members positions | Full Council |      | May 27     |



### **Purpose of the Personnel Committee:**

This committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits which are to be decided by Full Council.

### **Membership**

1. Membership of the Committee is three councillors.
2. Membership of the Committee shall be determined at the Annual Meeting of the Council or when there is a seat vacant.
3. The Committee shall appoint a Chair by election from members of the Committee each year. This should not be the Parish Council Chairman.
4. The Committee is to comprise of Councillors only.

| <b>Name</b>  | <b>Position on Committee</b> |
|--------------|------------------------------|
| Deborah Rice | Vice Chairman & Councillor   |
| Nick Simms   | Councillor                   |
| Richard Cook | Chairman & Councillor        |

### **Quorum**

The quorum necessary for the transaction of any business shall be three.

### **Minutes**

Minutes of the meeting will be recorded by the Parish Clerk or prepared by a Councillor should the Parish Clerk not be permitted to attend due to confidentiality.

### **Agenda**

An agenda will be sent out via email 3 clear working days prior to any meeting or by a Councillor should the Parish Clerk not be permitted to attend due to confidentiality.

### **Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Personnel Committee shall have a second or casting vote.

### **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.



### **Admission of The Public and Press**

Personnel Committee Meetings will be closed to the Public & Press by means of a special resolution as follows: "In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during resolutions to which the resolution applies.

### **Frequency of Meeting(s)**

The Committee will hold at least one meeting per year, and then as and when necessary to discuss relevant employment issues.

### **Terms of Reference**

#### **Delegated Powers:**

1. To ensure all staff have an annual appraisal.

Parish Clerk – Appraisal to be carried out by the committee.

All other staff – Appraisal to be carried out by the Parish Clerk.

2. To approve contracts of employment, job descriptions and person specification for staff, as drafted by the Parish Clerk.
3. To keep under review staff working conditions, and health and safety matters.
4. To implement, review, monitor and revise policies for staff, as drafted by the Parish Clerk.
5. To ensure the Council complies with all legislative requirements relating to the employment of staff.
6. To appoint from its membership a recruitment panel when necessary. (Three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts).
7. To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
8. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.



9. The Parish Clerk is delegated to advertise an existing position, within the existing terms and budget resources.

**Recommendations to Full Council:**

1. To consider and make recommendations on reviews of the staffing structure.
2. To consider and make recommendations on reviews of salary pay scales for all staff.
3. To consider and make recommendations on staff appointments made by the recruitment panel.
4. To make recommendations regarding the annual budget for Personnel matters.

**Role of the Parish Clerk:**

1. To supervise all other members of staff, in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions or employment and work of other staff.
2. To ensure the proper safety of all Council employees whilst at work, and to ensure compliance with Health and Safety regulations.
3. To advertise for and appoint staff within the agreed establishment of the Council.
4. To maintain the discipline of all employees and initiate disciplinary action where necessary.
5. To carry out staff appraisals and exit interviews where appropriate.



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

## **Wistow Parish Council**

**Subject: Review of portfolio and financial year 26-27**

**Agenda item: 05/26.11 AMPC (a)**

### **Purpose**

In line with Standing Orders adopted by the Council, this item is the opportunity to review the portfolio responsibilities.

### **Background Information**

Section 5J xi of the Standing Orders state that within the Annual Meeting of the Parish Council, there will be an item on the agenda to review the Council portfolios and external bodies arrangements. Below is a list of current arrangements:

| <b>Councillor Name</b>   | <b>Cllr Nick Simms</b> | <b>Cllr Richard Cook</b> | <b>Cllr Gregory</b>                            | <b>Cllr Forster</b>                               | <b>Cllr Rice</b>               | <b>Cllr Pizzie</b> | <b>Vacancy</b> |
|--------------------------|------------------------|--------------------------|--|---|--------------------------------|--------------------|----------------|
| <b>Council Portfolio</b> | Highways               | Cemetery,<br>Countryside | Countryside,<br>Playing Field,<br>Biodiversity | Playing Field,<br>Internal Audit,<br>Biodiversity | Playing Field,<br>Biodiversity |                    |                |
| <b>External Bodies</b>   |                        |                          |  | Flood Group                                       | Village Hall<br>Committee      | Flood Group        |                |

### **Allocation of unallocated portfolio responsibilities**

Below is a list of unallocated portfolio responsibilities:

1. Trees & Grass

2. Asset Management
3. Neighbourhood watch

### **Recommendations**

It is recommended that the Trees & Grass portfolio be combined with the Biodiversity portfolio, that the asset management portfolio be allocated to Cllr Nick Simms given his background experience and that the neighbourhood watch portfolio be made redundant given the excellent assistance provided by the community in this area. It is further recommended that the Cllr Pizzie be allocated the Biodiversity portfolio in place of Cllr Forster.

Prepared by: Jess Knights  
Position: Clerk & Responsible Financial Officer  
Date: 1<sup>st</sup> May 2026



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

**Wistow Parish Council**

**Subject: Yearly ordinary meetings for financial year 26-27**

**Agenda item: 05/26.11 AMPC (a)**

**Purpose**

In line with Standing Orders adopted by the Council, this item is the opportunity to review the ordinary meetings of the Council.

**Background Information**

In accordance with section 5J xxi of the Standing Orders the Council will review the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. In accordance with LGA 1972, Par II, sch 12, para 8 (1) & (2), the Council can determine the days and such hour of the meetings.

At present, the ordinary meetings of the Council are held on the last Tuesday of every month excluding August and December at 7:30pm. The Annual Meeting of the Council is also held on the last Tuesday of May (unless an election year in which case it is held within 14 days of when those elected take office – LGA1972 Part II, sch 12, para7(2)).

**Recommendation**

It is recommended that the Council resolves to change the date of the ordinary meetings to the second Tuesday of the month (excluding August and December) to assist the clerk & RFO in preparing the necessary financial records and to allow sufficient time to set up payments/approve payments. The following dates are recommended:

| <b>Month</b>   | <b>Meeting Date</b>       |
|----------------|---------------------------|
| June 2026      | 9 <sup>th</sup> June      |
| July 2026      | 14 <sup>th</sup> July     |
| August 2026    | No meeting                |
| September 2026 | 8 <sup>th</sup> September |
| October 2026   | 13 <sup>th</sup> October  |
| November 2026  | 10 <sup>th</sup> November |
| December 2026  | No meeting                |
| January 2027   | 12 <sup>th</sup> January  |
| February 2027  | 9 <sup>th</sup> February  |
| March 2027     | 9 <sup>th</sup> March     |
| April 2027     | 13 <sup>th</sup> April    |
| May 2027       | 11 <sup>th</sup> May      |

**Name:** Jess Knights  
**Position:** Clerk and Responsible Financial Officer

**Date:**

1<sup>st</sup> May 2026



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

## **Wistow Parish Council**

**Subject: List of subscriptions for financial year 26-27**

**Agenda item: 05/26.12 AMPC (a)**

### **Purpose**

In line with Standing Orders adopted by the Parish Council, this item is the opportunity to review the Council and/or staff subscriptions to other bodies.

### **Background Information**

Section 5J xv of the Standing Orders state that within the Annual Meeting of the Parish Council, there will be an item on the agenda to review the Council and/or staff subscriptions to other bodies.

### **Detailed Consideration**

The following subscriptions are paid for by Wistow Parish Council:

#### Cambridge & Peterborough Association for Local Councils (CAPALC)

CAPALC provides advice to the Council and Councillors on legal and procedural matters. Being a member of CAPALC is the only way a smaller authority has access to NALC (National Association of Local Councils) and model mandatory documentation. As members, the council has access to:

- Discounted training
- Regular updates
- Legal topic notes
- Template documents
- Access to HR advice (first hour free, rest payable)
- Access to Data Protection Officer (if paid for, first hour free)

#### Information Commissioners Office (ICO)

It is a statutory requirement to register with the ICO as the Parish Council holds personal data on staff, residents and anyone who communicates with the Council.

#### Institute of Cemetery & Crematorium Management (ICCM)

ICCM provides advice, training and services for any authority or company who provides burial services to the bereaved.

#### Society of Local Councils (SLCC)

SLCC provides advice, training, document templates, news bulletins, CPD based learning in addition to support on procedural matters.

### **Recommendations**

It is recommended that the Council resolves to note and accept these subscriptions.

Name: Jess Knights, PSLCC

Position: Clerk and Responsible Financial Officer

Date: 1<sup>st</sup> May 2026



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

## Wistow Parish Council

**Subject: List of Direct Debits (DD) and Standing Orders (SO) for financial year 26-27**

**Agenda item: 05/26.12 AMPC (b)**

### Purpose of the Report

In line with Financial Regulations adopted by Wistow Parish Council Council, this item is to review and approve direct debit & Standing Order payments set up for regular payments. In accordance with Financial Regulations 6.6, the Council are to approve the schedule of payments each financial year.

### Background Information

Financial Regulations permit that direct debit payments can be used where there are regular payments outside those which are not on an individual or ad hoc basis.

These payments are usually for items such as utility bills, printing, pension payments etc

### Detailed Consideration

Below are the current direct debits set up for the Parish Council.

| Company/Person | Description                 | Amount       | Type | Frequency |
|----------------|-----------------------------|--------------|------|-----------|
| Smarty Mobile  | Clerk's monthly mobile plan | £8           | DD   | Monthly   |
| HP             | Ink/Printing                | £6.49        | DD   | Monthly   |
| Confidential   | Pension                     | Confidential | DD   | Monthly   |
| Jess Knights   | Payroll                     | Confidential | SO   | Monthly   |
| HMRC           | National Insurance          | Confidential | DD   | Monthly   |
| Lloyds         | Debit Card                  | £3           | DD   | Monthly   |
| Avast          | Security Premium            | £64.00       | DD   | Yearly    |
| Avast          | System Clean up             | £54.99       | DD   | Yearly    |
| Avast          | Driver Update               | £38.99       | DD   | Yearly    |
| Scribe         | Accounts Software           | £31.20       | DD   | Monthly   |
| Unity Bank     | Bank Charge                 | £7.00        | DD   | Monthly   |

### Recommendations

It is recommended that the Full Council resolves to reconfirm the direct debits & standing orders as listed above

**Prepared by:** Jess Knights, PSLCC  
**Position:** Clerk & Responsible Financial Officer  
**Date:** 07/05/26



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

**Wistow Parish Council**

**Subject: Bank Signatories for financial year 26-27**

**Agenda item: 05/26.12 AMPC (c)**

**Purpose**

In line with Financial Regulations adopted by the Parish Council, this item is the opportunity to review the signatories for the Parish Council's bank account.

**Background Information**

The adopted Financial Regulations state that 'the Council shall identify 3 councillors who be authorised to approve transactions.'

**Detailed Consideration**

Currently the Parish Clerk has access to the bank account to be able to set up payments.

In respect to the Unity Trust Bank Account, the following Councillors are signatories and able to sign cheques on behalf of the council.

Cllr Nick Simms

Cllr Richard Cook

Cllr Charlie Forster (application pending with Unity Bank)

It would be prudent to have at least 4 councillors included on the Unity Trust bank account to provide full transparency and for the office to have a wider range of councillors who can be called upon when needed.

**Recommendation**

It is recommended that Full Council resolves that an additional member of the Council be registered with Unity Trust.

**Prepared by:** Jess Knights, PSLCC  
**Position:** Clerk & Responsible Financial Officer  
**Date:** 1<sup>st</sup> May 2026

## Wistow Parish Council (Huntingdonshire District)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

|          |   |            |                  |
|----------|---|------------|------------------|
|          | <b>Bank Reconciliation at 30/04/2026</b>            |            |                  |
|          | Cash in Hand 01/04/2026                             |            | 17,367.16        |
|          | <b>ADD</b><br>Receipts 01/04/2026 - 30/04/2026      |            | 15,458.47        |
|          |   |            | 32,825.63        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2026 - 30/04/2026 |            | 6,171.00         |
| <b>A</b> | <b>Cash in Hand 30/04/2026</b><br>(per Cash Book)   |            | <b>26,654.63</b> |
|          | Cash in hand per Bank Statements                    |            |                  |
|          | Current Accounts                                    | 31/03/2026 | 1,175.77         |
|          | Reserve Account                                     | 31/03/2026 | 25,478.86        |
|          |   |            | <b>26,654.63</b> |
|          | Less unrepresented payments                         |            |                  |
|          |   |            | 26,654.63        |
|          | Plus unrepresented receipts                         |            |                  |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            | <b>26,654.63</b> |
|          | <b>A = B Checks out OK</b>                          |            |                  |

**Wistow Parish Council (Huntingdonshire District)**  
**SUMMARY OF TRANSFERS**

---

| <b>Description</b>                  | <b>Amount</b> |
|-------------------------------------|---------------|
| Current Accounts to Reserve Account | 15,000.00     |
| Reserve Account to Current Accounts | 6,000.00      |

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

**Admin**

| Code             | Title               | Receipts |        |          | Payments        |               |                 | Net Position          |
|------------------|---------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                  |                     | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 13               | Website & IT        |          |        |          | 414.99          |               | 414.99          | 414.99 (100%)         |
| 14               | Scribe Accounts     |          |        |          | 505.00          | 245.00        | 260.00          | 260.00 (51%)          |
| 15               | Mobile Phone        |          |        |          | 275.62          |               | 275.62          | 275.62 (100%)         |
| 16               | Office Supplies     |          |        |          | 240.00          |               | 240.00          | 240.00 (100%)         |
| 17               | Handy Person        |          |        |          | 300.00          |               | 300.00          | 300.00 (100%)         |
| 18               | Payroll Services    |          |        |          | 79.20           |               | 79.20           | 79.20 (100%)          |
| 19               | Village Hall Hire   |          |        |          | 240.00          | 260.00        | -20.00          | -20.00 (-8%)          |
| 20               | Insurance           |          |        |          | 1,500.00        |               | 1,500.00        | 1,500.00 (100%)       |
| 21               | Grants              |          |        |          | 300.00          |               | 300.00          | 300.00 (100%)         |
| 22               | Councillor Training |          |        |          | 400.00          |               | 400.00          | 400.00 (100%)         |
| 23               | Staff Training      |          |        |          | 300.00          |               | 300.00          | 300.00 (100%)         |
| <b>SUB TOTAL</b> |                     |          |        |          | <b>4,554.81</b> | <b>505.00</b> | <b>4,049.81</b> | <b>4,049.81 (88%)</b> |

**Allotments**

| Code             | Title                         | Receipts        |        |                  | Payments      |        |               | Net Position          |
|------------------|-------------------------------|-----------------|--------|------------------|---------------|--------|---------------|-----------------------|
|                  |                               | Budgeted        | Actual | Variance         | Budgeted      | Actual | Variance      | +/- Under/over spend  |
| 9                | Rent                          | 1,319.77        |        | -1,319.77        |               |        |               | -1,319.77 (-100%)     |
| 10               | Maintenance                   |                 |        |                  | 450.00        |        | 450.00        | 450.00 (100%)         |
| 11               | Environment Agency Drainage C |                 |        |                  | 15.38         |        | 15.38         | 15.38 (100%)          |
| <b>SUB TOTAL</b> |                               | <b>1,319.77</b> |        | <b>-1,319.77</b> | <b>465.38</b> |        | <b>465.38</b> | <b>-854.39 (-47%)</b> |

**Audit**

| Code             | Title          | Receipts |        |          | Payments      |        |               | Net Position         |
|------------------|----------------|----------|--------|----------|---------------|--------|---------------|----------------------|
|                  |                | Budgeted | Actual | Variance | Budgeted      | Actual | Variance      | +/- Under/over spend |
| 36               | Internal Audit |          |        |          | 126.00        |        | 126.00        | 126.00 (100%)        |
| 37               | External Audit |          |        |          | 252.00        |        | 252.00        | 252.00 (100%)        |
| <b>SUB TOTAL</b> |                |          |        |          | <b>378.00</b> |        | <b>378.00</b> | <b>378.00 (100%)</b> |

**Bank**

| Code             | Title                   | Receipts      |        |                | Payments      |             |               | Net Position         |
|------------------|-------------------------|---------------|--------|----------------|---------------|-------------|---------------|----------------------|
|                  |                         | Budgeted      | Actual | Variance       | Budgeted      | Actual      | Variance      | +/- Under/over spend |
| 4                | Interest                | 200.00        |        | -200.00        |               |             |               | -200.00 (-100%)      |
| 5                | Lloyds Bank Card Charge |               |        |                | 36.00         |             | 36.00         | 36.00 (100%)         |
| 6                | Unity Bank Charge       |               |        |                | 72.00         | 7.00        | 65.00         | 65.00 (90%)          |
| <b>SUB TOTAL</b> |                         | <b>200.00</b> |        | <b>-200.00</b> | <b>108.00</b> | <b>7.00</b> | <b>101.00</b> | <b>-99.00 (-32%)</b> |

**Cemetery**

| Code | Title | Receipts |        |          | Payments |        |          | Net Position         |
|------|-------|----------|--------|----------|----------|--------|----------|----------------------|
|      |       | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 31   | Water |          |        |          | 110.00   | 39.08  | 70.92    | 70.92 (64%)          |

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

|                           |  |                 |              |                 |                       |
|---------------------------|--|-----------------|--------------|-----------------|-----------------------|
| 32 Risk Assessment Report |  | 1,000.00        |              | 1,000.00        | 1,000.00 (100%)       |
| <b>SUB TOTAL</b>          |  | <b>1,110.00</b> | <b>39.08</b> | <b>1,070.92</b> | <b>1,070.92 (96%)</b> |

Grass Maintenance

| Code Title       | Receipts      |        |                | Payments        |                 |                 | Net Position          |
|------------------|---------------|--------|----------------|-----------------|-----------------|-----------------|-----------------------|
|                  | Budgeted      | Actual | Variance       | Budgeted        | Actual          | Variance        | +/- Under/over spend  |
| 12 Grass Cutting | 984.48        |        | -984.48        | 6,570.00        | 1,095.00        | 5,475.00        | 4,490.52 (59%)        |
| <b>SUB TOTAL</b> | <b>984.48</b> |        | <b>-984.48</b> | <b>6,570.00</b> | <b>1,095.00</b> | <b>5,475.00</b> | <b>4,490.52 (59%)</b> |

Highways

| Code Title                     | Receipts |        |          | Payments        |               |                 | Net Position          |
|--------------------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                                | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 28 Street Lighting Electricity |          |        |          | 1,560.00        | 214.43        | 1,345.57        | 1,345.57 (86%)        |
| 29 Street Lighting Maintenance |          |        |          | 200.00          |               | 200.00          | 200.00 (100%)         |
| 30 Equipment                   |          |        |          | 400.00          |               | 400.00          | 400.00 (100%)         |
| <b>SUB TOTAL</b>               |          |        |          | <b>2,160.00</b> | <b>214.43</b> | <b>1,945.57</b> | <b>1,945.57 (90%)</b> |

Income

| Code Title              | Receipts         |                  |                   | Payments |        |          | Net Position             |
|-------------------------|------------------|------------------|-------------------|----------|--------|----------|--------------------------|
|                         | Budgeted         | Actual           | Variance          | Budgeted | Actual | Variance | +/- Under/over spend     |
| 7 Precept               | 30,580.00        | 15,290.00        | -15,290.00        |          |        |          | -15,290.00 (-50%)        |
| 8 VAT Refund            | 400.00           | 159.75           | -240.25           |          |        |          | -240.25 (-60%)           |
| 39 SO Payroll repayment |                  | 8.72             | 8.72              |          |        |          | 8.72 (N/A)               |
| <b>SUB TOTAL</b>        | <b>30,980.00</b> | <b>15,458.47</b> | <b>-15,521.53</b> |          |        |          | <b>-15,521.53 (-50%)</b> |

Payroll

| Code Title       | Receipts |        |          | Payments        |               |                 | Net Position          |
|------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                  | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| <b>SUB TOTAL</b> |          |        |          | <b>6,840.00</b> | <b>594.41</b> | <b>6,245.59</b> | <b>6,245.59 (91%)</b> |

Playing field - Oaklands

| Code Title                    | Receipts |        |          | Payments        |                 |               | Net Position         |
|-------------------------------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
|                               | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance      | +/- Under/over spend |
| 24 Annual Inspection          |          |        |          | 270.00          | 345.00          | -75.00        | -75.00 (-27%)        |
| 25 Rent                       |          |        |          | 150.00          |                 | 150.00        | 150.00 (100%)        |
| 26 Play Equipment Maintenance |          |        |          | 3,000.00        | 380.00          | 2,620.00      | 2,620.00 (87%)       |
| 27 Boundary Maintenance       |          |        |          | 1,500.00        |                 | 1,500.00      | 1,500.00 (100%)      |
| 40 New Equipment              |          |        |          |                 | 3,338.80        | -3,338.80     | -3,338.80 (N/A)      |
| <b>SUB TOTAL</b>              |          |        |          | <b>4,920.00</b> | <b>4,063.80</b> | <b>856.20</b> | <b>856.20 (17%)</b>  |

## Summary of Receipts and Payments

All Cost Centres and Codes

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail*

## Professional Memberships

| Code             | Title                            | Receipts |        |          | Payments      |               |               | Net Position         |
|------------------|----------------------------------|----------|--------|----------|---------------|---------------|---------------|----------------------|
|                  |                                  | Budgeted | Actual | Variance | Budgeted      | Actual        | Variance      | +/- Under/over spend |
| 33               | Society of Local Council Clerks  |          |        |          | 165.00        |               | 165.00        | 165.00 (100%)        |
| 34               | Cambridgeshire & Peterborough    |          |        |          | 385.00        |               | 385.00        | 385.00 (100%)        |
| 35               | The Institute of Cemetery & Crer |          |        |          | 100.00        | 110.00        | -10.00        | -10.00 (-10%)        |
| <b>SUB TOTAL</b> |                                  |          |        |          | <b>650.00</b> | <b>110.00</b> | <b>540.00</b> | <b>540.00 (83%)</b>  |

## Summary

|                    |                  |                  |                   |                  |                 |                  |                 |
|--------------------|------------------|------------------|-------------------|------------------|-----------------|------------------|-----------------|
| <b>NET TOTAL</b>   | <b>33,484.25</b> | <b>15,458.47</b> | <b>-18,025.78</b> | <b>27,756.19</b> | <b>6,628.72</b> | <b>21,127.47</b> | <b>3,101.69</b> |
| V.A.T.             |                  |                  |                   |                  | 804.30          |                  |                 |
| <b>GROSS TOTAL</b> |                  | <b>15,458.47</b> |                   |                  | <b>7,433.02</b> |                  |                 |

# Annual Internal Audit Report 2025/26

WISTON PARISH COUNCIL

www.wistoncombsparishcouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes  | No*                                 | Not covered**                       |
|--|--|-------------------------------------|-------------------------------------|
|  | A. Appropriate accounting records have been properly kept throughout the financial year. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.   | <input type="checkbox"/>   | <input type="checkbox"/>            | NOT NO COVERED CAS                  |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| H. Asset and investments registers were complete and accurate and properly maintained.   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| I. Periodic bank account reconciliations were properly carried out during the year.  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")  | <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| P. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  | <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/05/2026

GAIL STEAR LCS SOWJET

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 01/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

INTERNAL AUDIT REPORT FY2026

PARISH COUNCIL

| SECTION  | IN PLACE  | NOTES  |
|----------|---|--|
| <b>A</b> | <b>APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE FINANCIAL YEAR.</b>  |  |
|          | CASH BOOK   | Y  |
|          | UPDATED REGULARLY   | Y  |
|          | INDIVIDUAL ENTRIES  | Y  |
|          | VAT COLUMN  | N  |
|          | NET/ GROSS / VAT  | N  |
| <b>B</b> | <b>THE COUNCIL'S FINANCIAL REGULATIONS HAVE BEEN MET, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.</b>  |  |
|          | FINANCIAL REGS  | Y  |
|          | INVOICES  |  |
|          | PAYMENTS APPROVED AS IN F/R   | Y  |
|          | APPROVED IN MINS  | Y  |
|          | S137 AMOUNT   | N  |
|          | OTHER   | NOT DETAILED IN CASH BOOK  |
| <b>C</b> | <b>THE COUNCIL ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.</b>  |  |
|          | STANDING ORDERS   | Y  |
|          | RISK ASSESSMENT POLICY  |  |
|          | COMPLAINTS POLICY   |  |
|          | PUBLICATION SCHEME (FOI)  |  |
|          | GDPR / DATA PROTECTION  |  |
|          | OTHER POLICIES  | SAFEGUARDING, CO-OPTION AND PLAYING FIELDS ETC   |
|          | CODE OF CONDUCT   | Y  |
|          | DECLARATION OF INTEREST   | Y  |
|          | ROSPA/ASSETS CHECKS   | Y  |
|          | AGENDAS   | Y  |
|          | MINUTES   | Y  |
|          | REVIEWED IA+EA COMMENTS   | CLEAR EVIDENCE THAT THE COUNCIL HAS APPROPRIATELY ACTED ON PREVIOUS COMMENTS.                          |
|          | OTHER   |  |
| <b>D</b> | <b>THE ANNUAL PRECEPT OR RATES REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.</b>   |  |
|          | BUDGET  | Y  |
|          | BUDGET APPROVED   | Y  |
|          | PRECEPT   | Y  |
|          | BUDGET MONITORED  | Y  |
|          | RESERVES ADEQUATE   | Y  |
| <b>E</b> | <b>EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT APPROPRIATELY ACCOUNTED FOR.</b>   |  |
|          | INCOME FULLY RECEIVED   | Y  |
|          | SUPPORTING PAPERWORK  | Y  |
|          | VAT FULLY CLAIMED   | Y  |
|          | INCOME BANKED PROMPTLY  | Y  |
|          | CASH BOOK DATE  | Y  |
| <b>F</b> | <b>CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.</b>  |  |
|          | PETTY CASH BOOK   | Y  |
|          | PAYMENTS  | Y  |
|          | RECEIPTS  | Y  |
|          | VAT CLAIMED   | Y  |
|          |   | SAMPLE CHECKED.  |
| <b>G</b> | <b>SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.</b>  |  |
|          | EMPLOYEE FORMS (E.G. P60, P45)  | Y  |
|          | HMRC RTI  | Y  |
|          | EMPLOYEE PAY SLIPS  | Y  |
|          | PAYMENTS TO HMRC  | Y  |
|          | EMPLOYMENT CONTRACTS  | Y  |
|          | WORKPLACE PENSION   |  |
|          | ANNUAL APPRAISALS   |  |
| <b>H</b> | <b>ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.</b>   |  |
|          | ASSETS LIST   | Y  |
|          | INSURANCE   | Y  |
|          |   | £184,670   |
| <b>I</b> | <b>PERIODIC AND YEAR-END BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT.</b>  |  |
|          | PERIODIC BANK RECS  |  |
|          | YEAR END BANK REC   |  |
| <b>J</b> | <b>ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&amp;P OR I&amp;E), AGREED TO THE CASH BOOK, WERE SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS, AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.</b> |  |
|          | AGAR  | AGAR NOT ARITHMETICALLY CORRECT OUT BY £1 DUE TO ROUNDING, BOX 1 OF 2026 DOES NOT MATCH BOX 7 OF 2025. |
|          | I&E / R&P   | R&P  |
|          | MATCH CASH BOOK   | Y  |
|          | DEBTORS   | N/A  |
|          | CREDITORS   | N/A  |
|          | Q/S   | N/A  |
|          | AUDIT TRAIL   | Y  |
| <b>K</b> | <b>IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN THE PREVIOUS FY IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.</b>   |  |
|          | UNDER 25K   | N/A  |
|          | EXEMPTION DECIDED AT MEETING  |  |
|          | ELIGIBILITY CRITERIA MET  |  |
| <b>L</b> | <b>THE AUTHORITY PUBLISHES INFORMATION ON A FREE TO ACCESS WEBSITE/WEBPAGE UP TO DATE AT THE TIME OF THE INTERNAL AUDIT IN ACCORDANCE WITH ANY RELEVANT LEGISLATION</b>   |  |
|          | WEBSITE ADDRESS   | Y  |
|          | REQUIRED PAPERS PUBLISHED   | Y  |
|          | INFORMATION UP TO DATE  | Y  |
|          |   | <a href="http://www.wilstowcambtparishcouncil.gov.uk">www.wilstowcambtparishcouncil.gov.uk</a>         |
| <b>M</b> | <b>THE AUTHORITY HAS DEMONSTRATED THAT DURING THE PREVIOUS FINANCIAL YEAR IT CORRECTLY PROVIDED FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.</b>  |  |
|          | INSPECTION DATES  | Y  |
| <b>N</b> | <b>THE AUTHORITY HAS COMPLIED WITH THE PUBLICATION REQUIREMENTS FOR THE PREVIOUS FY AGAR.</b>   |  |
|          | NOTICE OF INSPECTION PERIOD   | Y  |
|          | AGAR SECTION 1&2  | 3RD JUNE TO 14TH JULY  |
|          | CONCLUSION OF AUDIT   | Y  |
|          |   | 8TH SEPTEMBER 2025   |
|          | AGAR SECTION 3 (EXTERNAL AUDIT)   | Y  |
| <b>O</b> | <b>THE COUNCIL HAS COMPLIED WITH LAWS, REGULATIONS &amp; PROPER PRACTICES RELATING TO DIGITAL AND DATA COMPLIANCE.</b>  |  |
|          | WEBSITE WCAG COMPLIANT  | Y  |
|          | DOMAIN UNDER COUNCIL CONTROL  | Y  |
|          |   | .GOV.UK  |
|          | IT POLICY   | Y  |
|          |   | Apr-25   |
|          | DATA AUDIT  |  |
|          | TRAINING  |  |
| <b>P</b> | <b>TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.</b>  |  |
|          | CHARITY RETURNS   | N/A  |
|          | TRUST DEED  |  |
|          | MEETINGS  |  |
|          | TRUSTEES  |  |
|          | ACCOUNTS  |  |
|          | INDEPENDENT INSPECTION  |  |

Signed:  
(Internal Auditor)

LG 80w

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

|  | Agreed |     | 'Yes' means that this authority:   |
|--|--------|-----|--|
|  | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.   |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.  |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.   |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.   |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.   |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.           |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  | Yes    | No  | N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>   |
|  |        |     |  |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.   |        |     | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

|   | Year ending        |                    | Notes and guidance   |
|---|--------------------|--------------------|--|
|   | 31 March 2025<br>£ | 31 March 2026<br>£ |  |
|   |                    |                    | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>                                      |
| 1. Balances brought forward                                 |                    |                    | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>   |
| 2. (+) Precept or Rates and Levies                          |                    |                    | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts                                 |                    |                    | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs  |                    |                    | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments                     |                    |                    | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments                                   |                    |                    | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward                             |                    |                    | <i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>  |
| 8. Total value of cash and short term investments           |                    |                    | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>  |
| 9. Total fixed assets plus long term investments and assets |                    |                    | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>  |
| 10. Total borrowings  |                    |                    | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |

| For Local Councils Only  | Yes | No |  |
|--|-----|----|--|
| 11 Do the figures in the accounting statements above exclude any trust transactions? |     |    | <i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i> |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



WISTOW PARISH COUNCIL  
CASHBOOK FOR THE PERIOD ENDING 31ST MARCH 2026

| Debit/Receipt     |                  |                    |                  |               |            |                  |               |                  |                  | Credit/payment     |                     |                    |               |                 |          |                 |               |              |                 |
|-------------------|------------------|--------------------|------------------|---------------|------------|------------------|---------------|------------------|------------------|--------------------|---------------------|--------------------|---------------|-----------------|----------|-----------------|---------------|--------------|-----------------|
| Date              | Payee            | Description        | Precept          | Bank Interest | Allotments | Funding          | Other         | b/f              | Total            | Date               | Payee               | Description        | Admin         | Wages           | PAYE     | Maintenance     | Utilities     | Misc         | Total           |
| 01/04/2025        | Balance b/f      |                    |                  |               |            |                  |               | 17,864.54        |                  | 30/04/2025         | Unity Bank          | Charge             |               |                 |          |                 |               | 0.05         |                 |
| 02/04/2025        | Unity Bank       | Interest Refund    |                  | 0.05          |            |                  |               |                  |                  | 30/04/2025         | Unity Bank          | Charge             |               |                 |          |                 |               | 6            |                 |
| 29/04/2025        | HDC              | Precept            | 17,000.00        |               |            |                  |               |                  |                  |                    |                     |                    |               |                 |          |                 |               |              |                 |
| <b>Apr total</b>  |                  |                    | <b>17,000.00</b> | <b>0.05</b>   | <b>-</b>   |                  |               | <b>17,864.54</b> | <b>34,864.59</b> | <b>April total</b> |                     |                    | <b>-</b>      | <b>-</b>        | <b>-</b> | <b>-</b>        | <b>6.05</b>   | <b>-</b>     | <b>6.05</b>     |
| 01/04/2025        | Balance b/f      |                    |                  |               |            |                  |               | 34,858.54        |                  |                    |                     |                    |               |                 |          |                 |               |              |                 |
| 02/05/2025        | Unity            | Interest           |                  | 0.05          |            |                  |               |                  |                  | 31/05/2025         | Unity Bank          | Charge             |               |                 |          |                 |               | £6.00        |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/05/2025         | Unity Bank          | Charge             |               |                 |          |                 |               | 0.05         |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/05/2025         | Payroll             | Salary & ENIC      |               | 605.74          |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/05/2025         | Emma Jackson        | Grass Maintenance  |               |                 |          | 730             |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/05/2025         | LGS                 | Audit              |               |                 |          |                 | £126.00       |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/05/2025         | LGS                 | Payroll Services   |               |                 |          |                 | 79.2          |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/05/2025         | Wistow Village Hall | Hall Hire          |               |                 |          |                 | 144           |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/05/2025         | Payroll             | Salary & ENIC      |               | £537.93         |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/05/2025         | Emma Jackson        | Grass Maintaince   |               |                 |          | £1,095.00       |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/05/2025         | CAPALC              | Membership         |               |                 |          |                 | £362.98       |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/05/2025         | Pennon Water        | Cemetry Water      |               |                 |          |                 | £49.32        |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/05/2025         | Lloyds              | DD                 |               |                 |          |                 | £112.45       |              |                 |
| <b>May total</b>  |                  |                    | <b>-</b>         | <b>0.05</b>   | <b>-</b>   |                  |               | <b>34,858.54</b> | <b>34,858.59</b> | <b>May total</b>   |                     |                    | <b>-</b>      | <b>1,143.67</b> | <b>-</b> | <b>1,825.00</b> | <b>880.00</b> | <b>-</b>     | <b>3,848.67</b> |
| 01/05/2025        | Balance b/f      |                    |                  |               |            |                  |               | 31,009.92        |                  | 30/06/2025         | Unity               | Service Charge     |               |                 |          |                 |               | 6            |                 |
| 30/06/2025        | Unity            | Interest           |                  | 154.03        |            |                  |               |                  |                  | 02/06/2025         | Lloyds              | DD                 | 77.47         |                 |          |                 |               |              |                 |
| 02/06/2025        | Unity            | Interest           |                  | 0.05          |            |                  |               |                  |                  |                    |                     |                    |               |                 |          |                 |               |              |                 |
| <b>June total</b> |                  |                    | <b>-</b>         | <b>154.08</b> | <b>-</b>   |                  |               | <b>31,009.92</b> | <b>31,164.00</b> | <b>June total</b>  |                     |                    | <b>77.47</b>  | <b>-</b>        | <b>-</b> | <b>-</b>        | <b>6.00</b>   | <b>-</b>     | <b>83.47</b>    |
| 01/06/2025        | Balance b/f      |                    |                  |               |            |                  |               | 31,080.53        |                  |                    |                     |                    |               |                 |          |                 |               |              |                 |
| 09/07/2025        | CCC              | Grass Contribution |                  |               |            |                  | 485.48        |                  |                  | 01/07/2025         | Lloyds              | DD                 | 39.81         |                 |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/07/2025         | Payroll             | Payroll & ENIC     |               | 548.41          |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/07/2025         | Emma Jackson        | Grass Maintenance  |               |                 |          | 730             |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 01/07/2025         | Date Shredders      | Confidential Waste |               |                 |          |                 |               | 94.8         |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/07/2025         | Lloyds              | DD                 | 61.49         |                 |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/07/2025         | Payroll             | Payroll & ENIC     |               | 516.01          |          |                 |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/07/2025         | Wicksteed Park      | Swing Replacement  |               |                 |          | 179.03          |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/07/2025         | Emma Jackson        | Grass Maintenance  |               |                 |          | 720             |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/07/2025         | Unity               | Service Charge     |               |                 |          |                 | 6             |              |                 |
| <b>Jul total</b>  |                  |                    | <b>-</b>         | <b>-</b>      | <b>-</b>   |                  | <b>485.48</b> | <b>31,080.53</b> | <b>31,566.01</b> | <b>Jul total</b>   |                     |                    | <b>101.30</b> | <b>1,064.42</b> | <b>-</b> | <b>1,629.03</b> | <b>6.00</b>   | <b>94.80</b> | <b>2,895.55</b> |
| 01/07/2025        | Balance b/f      |                    |                  |               |            |                  |               | 28,670.46        |                  | 29/08/2025         | Payroll             | Payroll & ENIC     |               | £499.38         |          |                 |               |              |                 |
| 01/08/2025        | National Lottery | Grant              |                  |               |            | 19,950.00        |               |                  |                  | 29/08/2025         | Emma Jackson        | Wood Removal       |               |                 |          | 250             |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 31/08/2025         | Unity               | Service Charge     |               |                 |          |                 |               | 6            |                 |
| <b>Aug total</b>  |                  |                    | <b>-</b>         | <b>-</b>      | <b>-</b>   | <b>19,950.00</b> |               | <b>28,670.46</b> | <b>48,620.46</b> | <b>Aug total</b>   |                     |                    | <b>-</b>      | <b>499.38</b>   | <b>-</b> | <b>250.00</b>   | <b>6.00</b>   | <b>-</b>     | <b>755.38</b>   |
| 01/08/2025        | Balance b/f      |                    |                  |               |            |                  |               | 47,865.08        |                  | 01/09/2025         | Lloyds              | DD                 | 9.49          |                 |          |                 |               |              |                 |
| 30/09/2025        | Unity            | Interest           |                  | 234.16        |            |                  |               |                  |                  | 09/09/2025         | Emma Jackson        | Grass Cutting      |               |                 |          | 730             |               |              |                 |
|                   |                  |                    |                  |               |            |                  |               |                  |                  | 30/09/2025         | Unity               | Service Charge     |               |                 |          |                 |               | 6            |                 |
| <b>Sep total</b>  |                  |                    | <b>-</b>         | <b>234.16</b> | <b>-</b>   |                  |               | <b>47,865.08</b> | <b>48,099.24</b> | <b>Sep total</b>   |                     |                    | <b>9.49</b>   | <b>-</b>        | <b>-</b> | <b>730.00</b>   | <b>6.00</b>   | <b>-</b>     | <b>745.49</b>   |
| <b>Cash Book</b>  |                  |                    |                  |               |            |                  |               |                  |                  |                    |                     |                    |               |                 |          |                 |               |              |                 |
| Date              | Payee            | Description        | Precept          | Bank Interest | Allotments | Funding          | Other         | b/f              | Total            | Date               | Payee               | Description        | Admin         | Wages           | PAYE     | Maintenance     | Utilities     | Misc         | Total           |
| 01/09/2025        | Balance b/f      |                    |                  |               |            |                  |               | 47,353.75        |                  | 01/10/2025         | Lloyds              | DD                 | 9.49          |                 |          |                 |               |              |                 |



|                  |  |  |   |       |   |          |        |           |           |                    |  |  |        |        |   |        |   |      |          |
|------------------|--|--|---|-------|---|----------|--------|-----------|-----------|--------------------|--|--|--------|--------|---|--------|---|------|----------|
|                  |  |  |   |       |   |          |        |           |           |                    |  |  |        |        |   |        |   |      |          |
|                  |  |  |   |       |   |          |        |           |           |                    |  |  |        |        |   |        |   |      |          |
| <b>Mar total</b> |  |  | - | 86.58 | - | 1,370.00 | 826.94 | 16,313.16 | 18,596.68 | <b>March total</b> |  |  | 202.90 | 539.62 | - | 480.00 | - | 7.00 | 1,229.52 |



Prepared by Jess Knights, CiLCA, PSLCC  
Parish Clerk & Responsible Financial Officer

## **Clerk's Report – May 2026**

### **Agenda Item: 05/26.17 AMPC**

#### **Updates**

- Contact has been made again with the rector of Wistow regarding an update to the churchyard extension, staked headstones and at-risk trees.
- LHI Funding award will be made on Tuesday 6 October at the CCC Highways & Transportation Committee meeting regarding WPC's bid for road narrowing.
- Completed the Nationwide National Allotment Society Council Survey.
- End of year account complete and they are balancing
- All Internal Audit documents submitted and the Internal Auditor has completed their annual checks and WPC has complied with the various governance requirements.
- Liaising with various playground design firm for some visual mock ups of potential playground equipment (subject to funding).
- Large bug hotels have ordered and delivered and will be installed in the playing field soon.
- Another skip load of soil improver was arranged and delivered for the community.
- Reviewing and obtaining various quotes for the removal of the playing field stumps and hire of a skip.
- Reviewing all WPC policies and creating a priority table.

#### **Meetings/Training**

No meetings or training have taken place during May 2026 for the Clerk.

Name: Jess Knights, PSLCC

Position: Clerk & RFO

Date: 07.05.26