

STANDING ORDERS AUG 18

1 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 3 clear days notice of a meeting to be given to councillors and the public. The day on which notice was issued, the day of the meeting, a Sunday, Christmas Day, Boxing Day, Good Friday, Easter Sunday, a day officially designated as a bank holiday or a day appointed for public thanksgiving or mourning shall not count. Saturday can be considered a working day in exceptional circumstances but is not recommended normally.
- c 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.
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda at the start of the meeting.
- e The period of time which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes. This may be varied at the discretion of the Chair.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. This may be varied at the discretion of the Chair.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address his comments to the Chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- m In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in her/his absence be done by, to or before the Vice-Chair

- o The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, 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.
- p Subject to model standing order 1 (w) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- q The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise her/his casting vote whether or not she/he gave an original vote.
- r Unless standing orders provide otherwise, voting on any question shall be by a show of hands. Each Councillor has one vote and must vote in person, they cannot do so by post, proxy, electronically or in advance of a meeting. 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.
- s The minutes of a meeting shall record the names of councillors present and absent. If a councillor wants their absence from a meeting to which they have been summoned to be approved, the request should be submitted together with the reason for absence before the meeting takes place. A councillor cannot continue in office if they fail to attend a meeting of the council for a period of six consecutive months and the reason for the absence has not been formally approved before the expiry of the six month period.
- t The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- u An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- 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 3.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- x Meetings shall not exceed a period of 2 hours with the exception that the meeting may be further extended by up to 20 minutes at the discretion of the Chair.
- y No item will be considered or discussed unless it is included in the agenda.
- z The preparation of the agenda is usually the responsibility of the clerk to the council. Until a clerk is appointed, the Chair shall prepare agendas. A Councillor is entitled to submit a motion for the agenda which is relevant to the forthcoming meeting. If there is a dispute as to the items to be included in the agenda, the final decision should be made by the clerk, having first consulted the Chair of the forthcoming meeting. Items to be included on the agenda must be notified to the clerk not less than 4 days before the meeting, not including the day of the meeting itself.

2 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 new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.
- 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 directs.
- e The election of the Chair and Vice-Chair (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chair of the Council, unless they have resigned or become 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 any, unless they resign or become 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 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 must 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 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 must 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 of the Council at the annual meeting of the Council, the order of business shall be as follows.

In an election year, councillors confirm their declarations of acceptance of office.

Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

Review of delegation arrangements to committees, working groups, employees and other local authorities.

Review of the terms of references for committees.

Receipt of nominations to existing committees.

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of

nominations to them.

Review and adoption of appropriate standing orders, financial regulations, risk register and management procedures.

Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

Review of representation on or work with external bodies and arrangements for reporting back.

In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

Review of inventory of land and assets including buildings and office equipment.

Review and confirmation of arrangements for insurance cover in respect of all insured risks.

Review of the Council's and/or employees' memberships of other bodies.

Establishing or reviewing the Council's complaints procedure.

Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Establishing or reviewing the Council's policy for dealing with the press/media

Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

a. The Proper Officer shall be the Clerk, and other staff members nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall do the following:

Serve the summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery, post or electronically, served and receipted, on councillors, at their residences or by electronic means to the email address provided to the Proper Officer, normally a home/personal email address at least 3 clear days before a meeting.

Give public notice of the time, date, venue and agenda.

Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his or her office.

Make available for inspection the minutes of meetings.

Receive and retain copies of byelaws made by other local authorities.

Receive and retain declarations of acceptance of office from councillors.

Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

Keep proper records required before and after meetings;

Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

Arrange for legal deeds to be signed as required by Councillors and witnessed by the Proper Officer.

Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

Record every planning application notified to the Council and the Council's response to the local planning authority electronically.

Refer a planning application received by the Council to the all Councillors within 7 working days of receipt. Councillors need to respond within 7 working days to facilitate an extraordinary meeting if the nature of a planning application requires one.

Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

c. Until the appointment of a clerk, the Chair shall carry out the above duties or delegate such roles to other councillors as they see fit.

4 Motions & Agenda Items

- a Every agenda item, motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- b Motions in respect of the following matters may be moved without written notice;
 - i To approve the absences of councillors.
 - ii To approve the accuracy of the minutes of the previous meeting.
 - iii To correct an inaccuracy in the minutes of the previous meeting.
 - iv To dispose of business, if any, remaining from the last meeting.
 - v To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi To proceed to the next business on the agenda.

- vii. To close or adjourn debate.
- viii. To refer by formal delegation a matter to a committee or an employee.
- ix. To appoint a working group.
- x. To consider a report made by a working group or an employee.
- xi. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xii. To authorise legal deeds and witnessed.
- xiii. To authorise the payment of monies.
- xiv. To exclude the press and public for all or part of a meeting.
- xv. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xvi. To suspend any standing order except those which are mandatory by law.
- xvii. To adjourn the meeting.
- xviii To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
- xviii To answer questions from councillors.

5 Rules of debate

- a Every Agenda Item and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- b A motion shall not be considered unless it has been proposed and seconded.
- c During the debate of an agenda item, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. Any Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- d A point of order shall be decided by the Chair and her/his decision shall be final.
- e The Chair shall first be satisfied that the agenda item has been sufficiently debated before it is proposed, seconded and put to the vote.
- f. It should also be noted that Resolutions made at a meeting risk being quashed by the courts if there is a successful legal claim that one or more councillors had a closed mind or acted with apparent bias when they voted at a meeting. It is acceptable for councillors to be predisposed to voting on a matter in a particular way if, until the matter is put to the vote, they are open to a fair consideration of the information and arguments that are presented at the meeting.

6 Code of member's conduct.

a. All councillors shall observe the code of conduct adopted by the Council as follows:

Pillerton Hersey Parish Council Code of Conduct

You are a member or co-opted member of Pillerton Hersey Parish Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member:

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

You must follow the Stratford Upon Avon District Council code of conduct guide for parish councillors as adopted in October 2017 with respect to registration of interests.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with him/her, being subject to violence or intimidation.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

Councillors with a Disclosable Pecuniary Interest will leave the room when the item in which they have an interest is discussed by the Council. They may return to the meeting after it has considered the matter in which they had the interest.

Possible sanctions available to the council to impose on a councillor who fails to disclose a pecuniary interest include training, withdrawal of membership from a committee, and or a written apology.

It is a criminal offence not to declare a disclosable pecuniary interest.

Dealing with Complaints

- a. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer or until a clerk is appointed, the Chair.
- b. If the complainant does not wish to put the complaint to the clerk or other nominated officer, he or she should be advised to address it to the Chair of the council.
- c. The clerk or other nominated officer shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
- d. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
- e. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

- f. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
- g. The Chair should introduce everyone and explain the procedure.
- h. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (1) the clerk or other nominated officer and then (2), members.

- i. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (1) the complainant and (2), members.
- j. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
- k. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
- l. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.
- m. The decision should be confirmed in writing within seven working days, together with details of any action to be taken.

7 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.
- c Minutes, including any amendment to correct their accuracy, 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 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

8 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 8(a) above, the Chair shall express that opinion and thereafter any councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 8(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

9 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears

the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

- b When a special motion or any other motion moved pursuant to standing order 9(a) above has been disposed of, no similar motion may be moved within a further 6 months.
- c It should also be noted that Resolutions made at a meeting risk being quashed by the courts if there is a successful legal claim that one or more councillors had a closed mind or acted with apparent bias when they voted at a meeting. It is acceptable for councillors to be predisposed to voting on a matter in a particular way if, until the matter is put to the vote, they are open to a fair consideration of the information and arguments that are presented at the meeting.

10 Voting on appointments

Where more than 2 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. Any tie may be settled by the Chair's casting vote.

11 Committees

The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

- a shall determine their terms of reference;
- b may permit committees to determine the dates of their meetings;
- c shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- d may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;
- e an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- f may in accordance with standing orders, dissolve a committee at any time.

12 Extraordinary meetings

- 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by 2 councillors, those

2 councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 2 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 or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 3 councillors, those 3 councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 3 councillors.

13 Working Groups

- a The Council may appoint working groups comprised of a number of councillors and non-councillors.
- b The Council may appoint working groups which may consist wholly of persons who are non-councillors.

14 Financial matters

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:

- a) the accounting records and systems of internal control
- b) the assessment and management of financial risks faced by the Council
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments
- e) Procurement policies is as set out in The Pillerton Hersey Parish Council financial procedure attached as Appendix I.

14.1 Expenditure

Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

The Council's financial regulations shall be reviewed once a year.

The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to the Proper Officer. The delegations of financial authority adopted in Pillerton Hersey Parish Council are as in Budgetary Control, see Appendix 1

14.2 Accounts and Financial Statement

All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, 31 December and 31 March in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

14.3 Delegations of Financial Authority

At the AGM, Pillerton Hersey Parish Council approve for the following year payment by the RFO without having to discuss/approve individually at meetings:

WALC annual subscription
Insurance renewal Premium
Information Commissioner – Data Protection
Internal & External Audit fees
Donations to local organisations

14.4 Estimates & precepts

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

15 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or working group, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or working group shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

16 Inspection of documents

In respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose.

17 Unauthorised activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or committee, issue orders, instructions or directions.

18 Confidential business

a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b. A councillor in breach of the provisions of standing order 18(a) above may be removed from a committee or a working group by a resolution of the Council.

19 Matters affecting council employees

a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or any relevant committee or any relevant working group has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

b. The Chair of the Council or any relevant committee or any relevant working group or in her/his absence, the Vice-Chair shall upon a resolution conduct a review of the performance and/or appraisal of the employee and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Council, committee or working group.

c. If an informal or formal grievance matter raised by an employee relates to the Chair or Vice-Chair of the Council or committee or working group, this shall be communicated to another member of Council or committee, which shall be reported back and progressed by resolution of the Council or committee.

d. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

e. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

f. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders above shall be provided only to the employee or the Chair of the Council or a committee.

20. Planning Applications

a. Pillerton Hersey Parish Council is the elected body representing the local community. One of the most important parts of the Parish Council's work is to consider and make comments on planning applications. Pillerton Hersey Parish Council does not have the power to make decisions about planning applications but the planning process and all

applications in the parish are considered and may be commented on, and as a statutory consultee the local planning authority has a duty to consider the Parish Council's views.

b. The Clerk must circulate a planning application consultation received from SDC within 7 working days. Councillors will be requested to respond on the standard form within 7 calendar days. Councillors' responses must be based on planning guidelines and state whether their recommendation is to grant or refuse the application

c. All responses should be circulated to the other Councillors as everyone's comments are helpful and it may well be that one councillor is more aware of a particular situation than the others, in which case their recommendations could be well informed and helpful to other members. However, it is not considered appropriate for a Councillor to simply state he/she agrees with another Councillor.

d. If the application is fairly straightforward and all Councillors agree, then the Clerk has delegated powers to formulate a response from the Council to the Planning Authority taking due notice of all the comments received. However, when agreement cannot be reached or when the application needs more consideration and discussion, it should be included on the agenda for the next meeting, and if necessary because of response dates, a special meeting should be called. Rarely, when it is not possible to call a special meeting, the response from the council will be based on the forms emailed to the Clerk by the specified date.

e. This authority will also apply to planning applications/proposals outside of Pillerton Hersey Parish which could have an impact on the area as a whole, or be something which could result in a similar application within the Parish.

f. On receipt of a copy of an application from the Planning Authority, the Clerk shall make an electronic register of all planning applications as follows:-

1. The reference number of the application
2. The date on which it was received
3. The date by which comments must be submitted
4. The name of the application
5. The place to which it relates
6. A summary of the nature of the application

g. The Clerk should keep copies of all Councillors responses to Planning Applications to provide an audit trail for the official response made by the Clerk. It is up to each Councillor to decide whether she/he wishes to keep a copy of their own response.

21. Freedom of Information Act 2000

a. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b. Such information to be available from the Clerk/Proper Officer between the hours of 10.00 and 16.00 Monday to Friday by prior arrangement and on payment of £10 plus any photocopying, postage and telephone costs.

c. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000, including exercising the powers of the Proper Officer in respect of Freedom of Information requests as set out above.

d. The Council will not release information that is exempted. Exemptions will be:

- 1) Personal data
- 2) Confidential matters
- 3) Information likely to endanger the health or safety of a Cllr. or Clerk or any other individual.

22. Relations with the press & media

a) All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. The Pillerton Hersey Parish Council Policy is set out below.

b) In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

c. The Parish Council is keen to develop a good rapport with the media, whilst ensuring that confidentiality and consent are maintained at all times and policy procedure is imperative.

d. The following policy outlines the procedures and arrangements for handling the press and what Cllrs. or the Clerk should do if approached by the media or if they are involved in a situation that will attract media attention:

1. On receipt of a request from the press or other media for a statement, the Clerk or Cllr. receiving the request will advise the body making the request that a statement will be considered and issued shortly if appropriate.

2. On receipt of a request, the journalist or other caller should be asked to make it clear who they are working for, and what is the exact nature of their enquiry. Further they should be asked where any information they elicit will be put.

3. The Council is under no obligation to provide a statement and may prefer to make "No Comment"

4. Only the Clerk and/or the Chair shall provide the press with a verbal or written statement - after liaison with each other as a minimum and ideally after input from other Cllrs. also.

5. The exception to (4) above would be if the Chair or the Parish Council at a parish council meeting had delegated a specific parish cllr(s) to make the response on behalf of the Council.

6. Under no circumstances must anything of a confidential nature be disclosed to the press or other media.

7. The response to the press or other media should be the view of the Parish Council as a whole, not the view of an individual Cllr or the Clerk. (However an individual Cllr may give a direct quote as long as they attribute that quote to their name and make it clear that it is their view and not that of the Parish Council. Never use the prefix "Cllr" when writing to the press as an individual)

8. No response should be made that is in any way damaging to the interests or reputation of the Parish Council.

9. The Press or representatives from any other media are welcomed at parish council meetings. However, under Pillerton Hersey Parish Council's Standing Orders, if any item or information is deemed personal or sensitive and not for the public domain, then the press/media along with members of the public should leave the meeting when requested to do so at this point.

f. All press releases made on behalf of the Parish Council will be prepared by the Proper Officer following any meetings of Committees and Working Groups.

g. In the case of an urgent letter or press release being required in advance of a Council Meeting, this may be issued by the Proper Officer with the agreement of the Chair of the Council, following circulation of a draft version to other Members for comment.

23. Liaison with District and County Councillors

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County Council representing its electoral ward.

24. Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct, the Proper Officer shall refer it to the Council.
- b Where the notification relates to a complaint made against the Proper Officer, the Proper Officer shall notify the Chair of the Council, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d Where the notification relates to a complaint made against a councillor, a councillor cannot be suspended during a complaints process, However, there are potential sanctions applicable if a councillor is found to have breached the Code of Conduct. These may include but are not limited to: censure or reprimand the councillor; report findings to the Parish Council for information and arrange training for the councillor;
- e The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii Ensure that any background papers containing the information set out in (a)

- above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- f Standing order (e) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chair from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- g The Council shall have the power to:
- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- h. References in standing order 24 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

25. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 3 councillors.

26. Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of their declaration of acceptance of office.
- b The Chair's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

APPENDIX I - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as and when required by the council.
- 1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of Section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO and Chairman in the form of a budget to be considered by the council.
- 2.2 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.4 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

- Current and deposit accounts is held at Lloyds Bank
- Councillors to agree the appropriate account to manage the financial affairs of the council.
- The Clerk is authorised to transfer monies between current and deposit accounts.
- Transfers between current and deposit accounts will be included in the quarterly financial statement.

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of council, having considered fully the implications, unspent and available amounts may be moved to other budget headings to cover any anticipated overspend(s) or to the council's reserve as appropriate
- 3.3.1 The RFO shall at the end of each financial quarter provide the Council with a statement of receipts and payments to date under each head of the budget.
- 3.3.2 The RFO shall draw the Council's attention to any significant difference between actual income and expenditure to the appropriate date compared with that planned in the budget.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200.00, and whenever possible after consultation with the Chair or Vice-Chair. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with

proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed at least every two years for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council (Standing Order 28) and shall be initialled by the Chair of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council and countersigned by the Clerk.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 Delegations of authority to make payments relating to general WPC business is as follows: All Orders for the payment of money shall be authorised by resolution of the Council and cheques signed by two authorised signatories. The Clerk has authority to settle accounts between meetings to the sum of £200.00.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, as soon as possible.

- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk / RFO certifies that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding Para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 PARISH COUNCILLORS' ALLOWANCES

- 8.1 Payment may be made to any other Councillor for out of pocket expenses if they wish to so claim
- 8.2 All mileage undertaken on council business by all Councillors may be reimbursed for journeys both within and outside the Parish at the mileage rate set by HMRC for basic tax payers.

9 LOANS AND INVESTMENTS

- 9.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 9.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 9.3 All investments of money under the control of the Council shall be in the name of the Council.
- 9.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

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

10 INCOME

- 10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 10.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 10.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 10.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 10.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 10.6 The origin of each receipt shall be entered on the paying-in slip.
- 10.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made at least annually coinciding with the financial year end.
- 10.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

11 ORDERS FOR WORK, GOODS AND SERVICES

- 11.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2 Order books shall be controlled by the RFO.
- 11.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 13 (l) below.
- 11.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

12 CONTRACTS

- 12.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these

regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to a previously agreed value (in excess of this sum the Clerk / RFO shall act after consultation with the Chairman or Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (e) 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.
- (f) If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) When it is to enter into a contract less than £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk / RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 12 (3) above shall apply.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

13 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 13.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk/RFO shall note all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. A designated Councillor shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the designated Councillor shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 REVISION OF FINANCIAL REGULATIONS

17.1

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