

Councillors are Summoned to Meeting in the Village Hall at 7pm on Monday April 14th 2025

Nigel Ashton, Gordano Valley Ward Cllr attends when possible

Members of the public will not be able to participate in the meeting but may talk with Councillors before or after it.

Don Hill - Clerk

Agenda & Agenda Notes

There is a Councillor vacancy - please contact a Councillor or the Clerk if you are interested in becoming involved

Before each meeting Clerk & Chair will Exchange back up disks

The March meeting was cancelled

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Dispensations apply to Cllrs re the setting of the precept, and to Village Hall matters)

3 LAST MEETING MINUTES + MATTERS ARISING

Meeting minutes of February 10th to be agreed and signed.

4 PLANNING *(The NSC website has full details. Applications notified on the meeting day will also be considered)*

New:25/P/0428/AOC: 2 Manor Cottages. Discharge of Condition 4 (Construction Method Statement) from application 24/P/0959/FUH (AOC applications are for information).

Approved: Old School House - 25/P/0187/LDP Skylights - 25/P/0188/FUH Extension. 25/P/0319/DEA Demolition of Squires Cottage.

5 PARISH MATTERS

i. **Street Light:** This is now in service.

ii. **Traffic Speed Issues:** Progress is inhibited by NSC financial and personnel constraints and their insistence on an alteration to the positioning of the 30mph signs on the B3124.

iii. **Church use of the Parish notice boards:** There is no legislation relating to noticeboards, the need to have them, or the use to which they are put. The February meeting consensus was their use for social and community notices aligns with common practice and is acceptable.

iv. **Parish Maintenance:** No progress to report.

v. **Walton Brook wall repair : Gabion in brook & consequent repairs to bank:** Updates due.

vi. **Walton Bay Bus Stop erosion:** No feedback from NSC.

vii. **B3124 Speed Limit Signage From Clevedon:** Overgrowth cleared.

viii. **2026 Centenary Village Fete:** Section 137 of the Local Government Act 1972 and common practice among other councils indicates that a Council donations would be limited to £500.

6 GOVERNANCE

Updated Standing Orders for approval

7 COUNCILLORS REPORTS

8 FINANCE

i. **2024-25 Accounts:** Final accounts for internal audit to be reviewed and approved.

ii. **.Payments to Authorise: ALCA Sub 2025-26 - £115.16.**

9 DATE OF NEXT MEETINGS

Monday May 12th 2025

● **7pm The Annual and Ordinary Meetings of the Parish Council**

● **8pm The Annual Parish Meeting**

Minutes of the Meeting Held on Monday 10th February 2025

Meetings are held at 7.00pm in the Village Hall unless stated otherwise - Nigel Ashton, Gordano Valley Ward Cllr, attends when possible

Present: Cllrs Brian Cannell (Chair), Rachel Dickinson, Claire Flower, Dave Wherrett

In Attendance: Don Hill (Clerk)

Public Attendance: 2

The passing of Mervyn Ross is noted with sadness by the Council. Those among us of long memory can recall the shop and petrol station in Severnleigh, at the head of the mobile home park along a sleepy Coast Road between Redcliffe Bay and Walton. Mervyn was a Parish Councillor from July 1979 to April 1983: he also served as Chairman of the Council from October 1980 to May 1982. Our thoughts are with Esme - herself a Parish Councillor during the early 1990s - and to Mervin's wide circle of relations and friends.

010/25 APOLOGIES

Cllr Claire Flower, NSC Ward Cllr Nigel Ashton

011/25 DECLARATIONS OF INTEREST (Dispensations apply to Cllrs re the setting of the precept, and to Village Hall matters)

None

012/25 LAST MEETING MINUTES + MATTERS ARISING

Meeting minutes of the November 11th were agreed and signed.

013/25 PLANNING (The NSC website has full details. Applications notified on the meeting day will also be considered)

New: 25/P/0187/LDP Old School House Skylights (for information). 25/P/0188/FUH Old School House Extension. These applications were reviewed and no objections were raised. **Clerk to so report to NSC Planning.**

Approved: 24/P/2484/MMA: Sea View Farm, Walton Bay: reduction in size of extension.

014/25 PARISH MATTERS

- i. **Street Light:** There are signs of activity re the connection of the light.
- ii. **Traffic Speed Issues:** Progress is being made on this complex issue, albeit slowly.
- iii. **Village Notice Board:**
 - **Chemical cleaners** will be used to clean the perspex surface.
 - **Church use of the Parish notice boards:** Cllr Cannell is concerned that legal proprieties are taken account of re the separation of church and state. After discussion the consensus was that use for social notices - eg the Flower Festival - would be appropriate. Notwithstanding the extensive canvassing that led to the decision not to replace the noticeboards, it was suggested that the Council may choose to revisit that decision with residents when the life of the existing boards comes to an end. **Clerk to check any legal parameters that may exist re parish owned noticeboards.**
- iv. **Parish Maintenance:** A local contact may be able to carry out needed work on an ad hoc basis. We await progress.
- v. **Walton Brook retaining wall repair : Gabion in brook :** Despite causing flooding, these problems still await attention from NSC.
- vi. **Walton Bay Bus Stop erosion:** There is *still* no feedback from NSC. Responsibility for outcomes clearly lies at their door.

- vii. **B3124 Speed Limit Signage From Clevedon:** Overgrowth cleared.
- viii. **2026 Centenary Village Fete:** A possible Parish Council contribution to this very special event was discussed. As an example, a marquee would cost some £2-3k. The meeting was supportive in principle, and Cllr Cannell suggested that we be supplied with contribution cost points at 1k, 2k, and 3k to work with. This information will be submitted to the Clerk for the April meeting in preparation for the matter to be discussed at the May Annual Parish Meeting. **Clerk to sound out residents via the Cross Tree Chronicle March minutes entry and to check Governance documents - Standing Orders/Financial Regulations - to ensure conformity to its operational remit.**
- ix. **NSC Waste Collection Plans:** Cllr Cannell joined an NSC webinar on this topic. He presented the key points as set out in the annexe to these minutes. He also stressed the need for improvements in recycling and what those improvements can contribute to NSC income that can be put to use in improving financially starved essential services. The main messages from the webinar are the need for improved **'quality recycling'** and Parish and Town Council help in promoting this need via a publicity drive that will begin at the end of February and run through to an anticipated start of new 'quality' waste collection at the end of June. A summary of the webinar information outcomes is attached as an annexe to these minutes.

Clerk to post webinar summary to our website and highlight the NSC plans in the April edition of Cross Tree Chronicle.

015/25 GOVERNANCE

Governance documents for the financial year 2025-26 were pre-circulated to Members for their scrutiny. The meeting approved the documents and the Chair and Clerk signed the Risk Assessments. **Clerk to update the Governance file and post the documents to the internet.**

016/25 COUNCILLORS REPORTS:

Cllr Wherrett reported that the Walton Bay bus group's application for grant aid to establish a community bus service was not successful.

017/25 FINANCE

- i. **2024-25 Accounts to date:** were reviewed and noted against the bank statements.
- ii. **Payments to Authorise:** none
- iii. **2025-26 Budget:** NSC has confirmed receipt of the precept request.

018/25 DATE OF NEXT MEETING: Cllr Cannell will be unavailable for the March meeting. Due to possible quorum problems Members decided that the March meeting would be cancelled and the next meeting will be held on: **Monday April 14th 2025 at 7pm in the Village Hall.**

The meeting closed at 8.15pm

WALTON-IN-GORDANO PARISH COUNCIL

In the North Somerset Council Ward of Gordano Valley

WALTON-IN-GORDANO PARISH COUNCIL STANDING ORDERS

from NALC Model Standing Orders 2018 (England) and updated in 2025)

Sections of these Standing Orders are not relevant to this Parish Council. However, experience thus far, and increasing opportunities for Parish Councils to be pro-active in the advancement of local projects, means it is prudent to have a framework in place that provides operational guidelines that can be scaled to our needs, should circumstances arise in which they are needed. Standing Orders in bold type are legally mandated.

1. RULES OF DEBATE AT MEETINGS

- a. Agenda items shall be considered in the order that they appear unless the order is changed at the discretion of the meeting Chair.
- b. Progress of Agenda Items that are not agreed by consensus will be put to a vote after being proposed and seconded.

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.

3. MEETINGS GENERALLY *(Ordinarily, the Council has no committees, but provision is made for them at Standing Order 4)*

- 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 at the invitation of the Chair of the meeting. If there is a formal public participation session this will normally be within that session.
- f. If a period of time is designated for public participation at a meeting in accordance with standing order 3(e) it shall not exceed **15** minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than **3** minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. **Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor**

- as chosen by the councillors present at the meeting shall preside at the meeting.
- q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
 - r. The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote. (See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council).
 - s. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
 - t. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
 - u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
 - v. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. (See standing order 4d(viii) for the quorum of a committee or sub-committee meeting).
 - w. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - x. A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

- f. **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his 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 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 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 his 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 or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chair of a committee or a sub-committee does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 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 REQUIRING 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 5 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

- 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 the () held on [date] in respect of () were a correct record but his 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 have the interest.
- c. Unless they has 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 and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. **Upon notification by the Principal Council that 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 *(Currently the Parish Clerk is the Proper Officer and the Responsible Financial Officer)*

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper

- and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. be custodian of the Seal (be there one) which shall not be used without a resolution to that effect. (see *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 **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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

19. HANDLING STAFF MATTERS *(Currently the Council only employs a part time Clerk)*

- a. A matter personal to a member of staff that is being considered by a meeting of Council 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 absence occasioned by illness or other reason and that person shall report such absence to the next meeting of the Council.
- c. The Chair or in their absence, the Vice-Chair (if there is one) shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk and Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chair or in their absence, the Vice-Chair (if there is one) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council or any committee of sub-committee that it shall appoint for such purpose.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of a committee or sub-committee, this shall be communicated to another member of the committee or sub-committee, which shall be reported back to and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION *See also standing order 21.*

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION *(Below is not an exclusive list) See also standing order 11*

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS *See also standing orders 15(b)(xii) and (xvii).*

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

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 Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **2** councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

WALTON-IN-GORDANO PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2024 - 31st March 2025 (Precept £7542.00)

DATE		BANK (run via deposit account)				GENERAL FUND EXPENSE ANALYSIS												OPERATING FUNDS				
2024	ITEM	CH	IN	OUT	BALANCE	Stmnt	NOTES	Clerk	Clk/Clr	Hall	Public	Ins/Subs	Parish	Other	Web	Bank	TOTALS	VAT	Election	Capital	General	Total Op
-2025									Exp	Hire	Light	Audit	Maint	Costs	site	Charge			Pro	Prov	Fund	Funds
Apr 1	Funds Bought Forward				15,165.05														2335.24	6400.00	6429.81	15165.05
	Less bal on Treasurer's a/c				500.00																500.00	500.00
	Less prior year WME for Jan 24				20.30																	0.00
	OPERATING BAL B/F				14,665.05	Mar													2,335.24	6,400.00	5,929.81	14665.05
Apr 3	Vision ICT Bal of Web Set Up	839		918.00	13,747.05	Apr									918.00			918.00	153.00			918.00
	Hall Hire - Year Apr 24-Mar 25	840		108.00	13,639.05	Apr				108.00								108.00				108.00
	ALCA Sub 2024-25 lost in post	841		0.00	13,639.05													0.00				0.00
	Clerks Pay & Expenses	SO		230.80	13,408.25	Apr		204.60	26.20									230.80				230.80
	WME Public Light - Feb 24	DD		18.57	13,389.68	Apr					18.57							18.57	0.88			18.57
	NSC 1st half precept	BACS	3771.00		17,160.68	Apr												0.00		500.00	3,271.00	
	Zurich Insurance	842		226.33	16,934.35	Apr						226.33						226.33				226.33
	Interest Earned		15.23		16,949.58	Apr	Agrees											0.00				15.23
May 13	Clerks Pay & Expenses	SO		230.80	16,718.78	May		204.60	26.20									230.80				230.80
	March WME Taken July 2nd			0.00	16,718.78	-												0.00				0.00
	P Smith re Internal Audit	843		50.00	16,668.78	May						50.00						50.00				50.00
	Interest Earned		18.60		16,687.38	May	Agrees											0.00				18.60
	ALCA Sub 2024-25 Ch 841 lost in post	844		84.92	16,602.46	Jun						84.92						84.92				84.92
Jun 10	Clerks Pay & Expenses			230.80	16,371.66	Jun		204.60	26.20									230.80				230.80
	Interest Earned		19.08		16,390.74	Jun												0.00				19.08
	HMRC PAYE Apr/May/June	845		153.40	16,237.34	Jun	Agrees	153.40										153.40				153.40
Jul 8	WME Public Light - Mar 24	DD		14.56	16,222.78	Jul					14.56							14.56	0.69			14.56
	WME Public Light - Apr 24	DD		15.88	16,206.90	Jul					15.88							15.88	2.65			15.88
	WME Public Light - May 24	DD		15.96	16,190.94	Jul					15.96							15.96	2.66			15.96
	Clerks Pay & Expenses	SO		230.80	15,960.14	Jul		204.60	26.20									230.80				230.80
	Interest Earned		16.90		15,977.04	Jul	Agrees											0.00				16.90
	NSC re New Street Light	846		2458.65	13,518.39	Aug							2,458.65					2,458.65				2,458.65
	NSC re New Street Light	-			13,518.39	Aug												0.00		2,400.00	2,400.00	
					13,518.39	Aug												0.00				0.00
Aug 1	Clerks Pay & Expenses			230.80	13,287.59	Aug		204.60	26.20									230.80				230.80
	WME Public Light - Jun 24			15.06	13,272.53	Aug					15.06							15.06				15.06
	Interest Earned		15.12		13,287.65	Aug	Agrees											0.00				15.12
					13,287.65	-												0.00				0.00
Sept 9	ICO Annual Fee			35.00	13,252.65	Sep						35.00						35.00				35.00
	Clerks Pay & Expenses			230.80	13,021.85	Sep		204.60	26.20									230.80				230.80
	NSC 2nd half precept		3771.00		16,792.85	Sep												0.00		500.00	3,271.00	
	Interest Earned		11.73		16,804.58	Sep												0.00				11.73
	WME Public Light - Jul 24			15.50	16,789.08	Sep	Agrees				15.50							15.50	2.58			15.50
	HMRC PAYE Jul/Aug/Sep	DD		153.40	16,635.68	Oct		153.40										153.40				153.40
					16,635.68	-												0.00				0.00
Oct 14	Clerks Pay & Expenses			230.80	16,404.88	Oct		204.60	26.20									230.80				230.80
	WME Public Light - Aug 24			15.58	16,389.30	Oct					15.58							15.58	2.60			15.58
	Interest Earned		13.84		16,403.14	Oct	Agrees											0.00				13.84
					16,403.14	-												0.00				0.00
Nov 11	Clerks Pay & Expenses			230.80	16,172.34	Nov		204.60	26.20									230.80				230.80
	WME Public Light - Sep 24			15.62	16,156.72	Nov					15.62							15.62	2.60			15.62
	Interest Earned		14.92		16,171.64	Nov	Agrees											0.00				14.92
					16,171.64	-												0.00				0.00
Dec 9	Clerks Pay & Expenses			230.80	15,940.84	Dec		204.60	26.20									230.80				230.80
	WME Public Light - Oct 24			16.36	15,924.48	Dec					16.36							16.36	2.73			16.36
	Interest Earned		12.43		15,936.91	Dec	Agrees											0.00				12.43
Jan 13	Clerks Pay & Expenses			230.80	15,706.11	Jan		204.60	26.20									230.80				230.80
	WME Public Light - Nov 24			16.67	15,689.44	Jan					16.67							16.67	2.78			16.67
	HMRC PAYE Oct/Nov/Dec			153.40	15,536.04	Jan		153.40										153.40				153.40
	Interest Earned		13.58		15,549.62	Jan	Agrees											0.00				13.58

Feb 10	Clerks Pay & Expenses		230.80	15,318.82	Feb		204.60	26.20					230.80					230.80					
	WME Public Light - Dec 24		17.24	15,301.58	Feb				17.24				17.24	2.87				17.24					
	Interest Earned	13.72		15,315.30	Feb	Agrees							0.00					13.72					
Mar 10	Clerks Pay & Expenses		230.80	15,084.50	Mar		204.60	26.20					230.80					230.80					
	WME Public Light - Jan25		17.65	15,066.85	Mar				17.65				17.65	2.94				17.65					
	HMRC PAYE Jan/Feb/Mar *			15,066.85									0.00					0.00					
	Interest Earned	11.79		15,078.64	Mar								0.00					11.79					
	Bank Charge		4.25	15,074.39	Mar	Agrees						4.25	4.25					4.25					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
	* HMRC £153.60 DD April 2025			15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
				15,074.39									0.00					0.00					
	OPERATING FUNDS			15,074.39									0.00					0.00					
	INCOME & EXPENDITURE TOTALS	7718.94	7309.60										0.00					0.00					
	Add standing bal on Tr a/c			500.00	Total Expenses		2,915.40	314.40	108.00	194.65	396.25	2,458.65	0.00	918.00	4.25	7,309.60	178.98	2,335.24	5,000.00	7,739.15	15,074.39		
	TOTAL FUNDS TO C/F			15,574.39			Clerk	Clrk/Cllr	Hall	Public	Ins/Subs	Parish	Other	Web	Bank	7,309.60	VAT	Election	Capital	General	Operating		
								Exp	Hire	Light	Audit*	Maint	Costs	Site	Charge			Prov	Prov	Fund	Funds		
	Budget 2024-25						3,069.00	315.00	108.00	500.00	650.00	500.00	200.00	1,200.00		6,542.00							
	Election Provision																						
	Capital Provision **															1000.00							
	PRECEPT															7542.00							
																		500.00	2335.24	5000.00	7739.15	15574.39	
																		Treas	Election	Capital	General	Funds	
					Actual Expenses 2023-24		2,868.00	314.40	108.00	237.78	425.08	655.00	92.00	256.76		4,957.02			Acc	Prov	Prov	Fund	Forward
							I	J	K	L	M	N	O	P					+	+	+	+	=
	<i>Budget 2024-25</i>															0.00							
	<i>Election Provision</i>																						
	<i>Capital Provision **</i>																						
	<i>PRECEPT</i>																						
																0.00							

RT in Statement Column = Recent Transaction checked online rather than via statement

Parish Maintenance: July 2024 - £2400 transferred from Capital Fund to General Fund re cost of new Street Light