



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE
Tel: (01825) 762774
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF UCKFIELD TOWN COUNCIL

in the
Council Chamber, Civic Centre, Uckfield

on
Monday 20 May 2024 at 7.00pm
AGENDA

1.0 ELECTION OF TOWN MAYOR

1.1 The Town Mayor to receive the Declaration of Acceptance of Office

2.0 ELECTION OF DEPUTY TOWN MAYOR

3.0 APOLOGIES FOR ABSENCE

4.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

5.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

6.0 MINUTES

6.1 To **RESOLVE** that the minutes of the Full Council meeting of the 8 April 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

6.2 Action List

7.0 COMMITTEE MINUTES

7.1 To note the acts and proceedings of the following committee meetings:-

- | | | |
|-----|---------------------------------|--------------------------|
| (a) | Environment & Leisure Committee | 15 April 2024 |
| (b) | Plans Committee | 22 April and 13 May 2024 |
| (c) | General Purposes Committee | 29 April 2024 |

8.0 TO CONSIDER THE SCHEME OF DELEGATION

9.0 TO REVIEW THE TERMS OF REFERENCE FOR THE TOWN COUNCIL'S COMMITTEES

10.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

- (a) General Purposes (9 Members)
- (b) Environment and Leisure (9 Members)
- (c) Plans (7 Members)

(The meeting will now adjourn to allow the committees to meet and elect a Chairman and Vice-chairman, following which the meeting will reconvene).

Standing Orders state:-

15.3 - "Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

15.4 - "Neither shall the Deputy Mayor be Chairman of a full committee.")

11.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL

(Standing Order No. 19.1.8 states that, "*The Chairman or in their absence the Vice-chairman of the committee shall be members of every sub-committee reporting to it unless they signify that they do not wish to serve.*")

- (d) Personnel (5 Members)
 - (e) Finance (5 Members)
- (Both reporting to the General Purposes Committee)

(The meeting will now adjourn to allow the sub-committees to meet and elect a Chairman and Vice-chairman following which the meeting will reconvene.)

- (f) The Voice Editorial Panel (3 Members)

12.0 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

13.0 TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

14.0 ANNUAL REVIEW OF THE TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS

15.0 ANNUAL REVIEW OF THE TOWN COUNCIL'S CODE OF CONDUCT POLICY, AND CIVILITY AND RESPECT PLEDGE

16.0 ANNUAL REVIEW OF THE TOWN COUNCIL'S ASSET REGISTER

17.0 TO NOTE MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

18.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2024-25

- 19.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2025**
- 20.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**
(i) The Uckfield Town Centre Regeneration Joint Committee
(ii) Neighbourhood Plan Steering Group
(iii) Gatwick Airport Consultation Panel
- 21.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**
(i) Uckfield – Events Working Group
(ii) Ageing Well Forum
(iii) Civic Centre Working Group
(iv) Infrastructure Working Group
- 22.0 TO NOTE THE MAYOR’S ENGAGEMENTS**
- 23.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
(No questions received by the deadline)
- 24.0 TO CONSIDER A MOTION FROM COUNCILLOR B. REED**
- 25.0 TO CONSIDER A RESPONSE TO STABLE GREEN ENERGY’S NEW GRID STABILITY PROJECT IN SAND HILL LANE, FRAMFIELD**
- 26.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 27.0 TOWN MAYOR’S ANNOUNCEMENTS**
- 28.0 TOWN CLERK’S ANNOUNCEMENTS**



Town Clerk
14 May 2024

Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda item 1.0 and 2.0

NOMINATIONS FOR ELECTION OF TOWN MAYOR AND DEPUTY MAYOR

1.0 Summary

- 1.1 We received nominations from seven Town Councillors in advance of the meeting for the election of Town Mayor and Deputy Mayor.
- 1.2 Nominations were invited as per the Standing Orders from all 15 Town Councillors. Once the Town Mayor has been elected, if more than one nomination is received, those who are unsuccessful for Town Mayor will be offered the opportunity to stand for Deputy Mayor.

2.0 Nominations for Town Mayor

- 2.1 The names put forward for nomination for Town Mayor, in alphabetical order, are:

Councillor Karen Bedwell
Councillor Donna French
Councillor Chris Macve

- 2.2 The table below provides the reasons why nominations were submitted for the above individual:

Cllr Karen Bedwell (five nominations received)	I would like to nominate Cllr Bedwell for the role of Town Mayor so that she has a voice for the town after standing down as Chair of the Plans Committee. We have some important decisions ahead regarding the future of Uckfield and I believe that she would be the right person to lead the Council through these times.
	Cllr Bedwell grasps situations quickly and makes decisions. She will be able to, when appropriate, shine some light on different issues and sort out the main problems, and offer alternatives.
	Cllr Bedwell has worked extremely hard over the last few years as Chair of Plans. Her commitment to understanding policy, documentation presented within planning applications and working with the whole Committee cannot be faulted. This can be seen through the responses of the Plans Committee to many applications, especially the Bird in Eye and Downlands Farm proposals, of which both went to appeal yet didn't get approved.
	She has shown commitment to understanding residents' views with planning applications and understanding why their view along with local knowledge is paramount within Uckfield Town Council's responses.
	This understanding of how important residents' views and concerns are, was shown to the full during our support of residents for the Mockbeggars application during a hearing after the Inspector listened to the Residents' Association and Uckfield Town Council.
	Through all of her work on Plans Committee she has also been a part of lots of conversations to improve working relationships between UTC and WDC Planning

	<p>Officers.</p> <p>Outside of the council, Karen has shown dedication to our community by the running and use of Ridgewood Village Hall. She has taken the idea of the food boxes during Covid further, to now having monthly events with her incredible group of volunteers, which brings our senior residents together for a meal and entertainment.</p> <p>Being UTC Mayor is a lot of hard work, and in this position you need to show commitment to our Town, its many events, and the residents, and I feel through all the hard work Karen has already undertaken along with supporting her husband at every Town cry, she is the right person to be nominated and given this prestigious position.</p> <p>I feel that for the years Cllr Bedwell has served on the council, she has put herself forward and been involved in all aspects of being a Town Councillor, including chairing working groups, that have had to make difficult decisions, and for the past three years gone above and beyond as the Chair of Plans Committee. If Cllr Bedwell puts half as much effort into being Mayor as she has done as the Chair of Plans, then she would make an excellent Town Mayor.</p> <p>Effective Chair, long experience of UTC affairs, articulate, town interests at heart.</p>
Cllr Donna French (one nomination received)	I would like to nominate Cllr Donna French for Mayor please.
Cllr Chris Macve (one nomination received)	Councillor Macve has been actively involved with UTC for many years, serving at some stage on many committees. He has excellent local knowledge of both the wider town and built environment with specific interest in building control and planning.

3.0 Nominations for Deputy Mayor

3.1 The three nominations for Deputy Mayor, in alphabetical order, are:

Councillor Chris Macve
Councillor Spike Mayhew

3.2 The table below provides the reasons why nominations were submitted for the above individuals:

Cllr Chris Macve (two nominations received)	I would like to nominate Cllr Macve for the Deputy Mayor role. Chris has a vast knowledge of the town and its people. He has served the town in many roles and I believe that he would be the ideal person for this position.
	I feel his dedication to his role as Councillor and all his other hats he wears, needs recognition.
Cllr Spike Mayhew (one nomination received)	Due to his dedication to all the roles he's taken on, within the Town Council – chairing committees, helping at every event, and through all the work he does outside of the Council.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 8 April 2024 at 7.00 pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. D. Bennett	Cllr. C. Macve
Cllr. B. Cox	Cllr. S. Mayhew
Cllr. D. French (Deputy Mayor)	Cllr. B. Reed
Cllr. V. Frost	Cllr. P. Selby
Cllr. J. Love (Town Mayor)	Cllr. A. Smith
Cllr. P. Ullmann	Cllr. D. Ward

IN ATTENDANCE:

2 members of the public
County Councillor Chris Dowling
District Councillor Kelvin Williams
James Hollingdale Estates & Facilities Manager
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor J. Love advised that she had a personal interest in agenda item 17.1 due to her employment with a business that runs out of part of Victoria Pavilion.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

FC.109.04.24 Members **RESOLVED** to suspend standing orders to enable residents and County and District Councillors to speak.

A local resident wished to speak on agenda item 10.0 in relation to pavement parking within the town. They recalled it being a hot topic at the annual town meeting the previous month which had generated a number of ideas being put forward. The resident felt it had become a lawless town when it came to parking.

People were parking on the pavements, outside schools and there was no consideration for pedestrians. The reality was that Wealden District was one of only two districts in the country who did not have civil parking enforcement. The

resident wanted to remind people that the charges introduced could remain low. New ideas were being piloted in areas near schools in Kent and elsewhere. It was clear that Sussex Police would never be involved in parking matters, regardless of their responsibilities. The Town Council didn't have a lot of power or authority with regards to parking but felt changes needed to be made for the safety of people, and to improve quality of life. It was a serious matter, and there had to be a solution.

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

Councillor C. Dowling referred to matters in his area. He had been grateful to work with Councillors Bedwell and Reed regarding concerns around road safety and speeding on the new development of Ridgewood Place.

The recent repair works and patching works in Keld Drive had been completed and gone well. Works over three weeks on London Road which had taken place overnight had been a little disruptive but the works were considered of good quality and a vast improvement.

East Sussex County Council Social services were under enormous pressure (both Children Services and Adult Social Care). These service areas had come in largely over budget. The demands on these services were getting bigger and bigger. Some cases of Children's Services were costing the County Council in excess of £1million a year. The individuals were entitled to this support but it was expensive.

The Town Mayor wished to relay her thanks to County Councillor Claire Dowling for her action on addressing the litter left outside Bishops by contractors. The residents were happy with the outcome.

Councillor D. Bennett highlighted his concern with the condition of the road between Framfield and Blackboys between Framfield Grange and Pump Lane. It had been in a severely poor condition for weeks and yet not been addressed despite reports being made. It needed to be repaired within two hours or the carriageway needed cordoning off. It was not just the imminent danger caused to vehicles who tried to avoid the pothole but the wear and tear on vehicles which could cause accidents later on.

Councillor V. Frost congratulated Councillor Dowling on his recent appointment as President of the Uckfield Chamber of Commerce. Councillor Frost advised that she was still receiving complaints from residents who lived on Rocks Park Road, regarding the recent jointing works. Residents felt the quality was poor and were concerned about the standard of work. Residents had also received verbal abuse from contractors. Damage had been caused to the kerbs and they questioned the age of the machinery used by contractors. The Town Clerk encouraged residents to report concerns direct and when they occurred, as the works had now been completed. Councillor Dowling and the Town Clerk would follow up with ES Highways.

Cllr Ben Cox arrived at 7.18pm.

Councillor B. Reed had emailed ES Highways in relation to three issues – a massive hole had appeared in Budletts Lane, and been reported on more than one occasion. It posed a risk to pedestrians should a vehicle mount the pavement if they hit the pothole. Councillor Reed made a recommendation relating to the software tool being used and was keen to know the schedule of works for highway repairs and resurfacing.

Councillor Macve, was grateful for the works undertaken on London Road, and had also seen the scale of the pothole/hole on Budletts Lane. He had asked repeatedly but was yet to receive a response about what was happening to Copwood roundabout on the Uckfield bypass. Improvements were due to be undertaken following completion of the 100th house on Ridgewood Farm, but it hadn't yet been completed.

Councillor French raised again, the concern regarding the subsidence in Bell Farm Road near to Brookside (entrance to the Industrial estate). She was worried that it was due to a culvert.

Councillor Reed had shared a detailed written update on matters within her ward, and matters relating to Wealden DC. She advised that there had been quite a bit of concern regarding an oak tree on the site of Horsted Pond Farm. The Tree Officer at Wealden DC thought that the recent activity near the tree may have related to a bat survey but investigations were underway. Councillor Reed had asked to call in a planning application for nine properties off Lewes Road, due to the number of entrances now being created from developments onto Lewes Road and the close proximity to the New Road junction, the parked cars down by Ridgewood Post Office, the traffic calming measures and bus stops.

Councillor P. Selby advised that Ridgewood Post Office were concerned that with the recent developments off Lewes Road (Siggs Yard, Ridgewood House and Horsted Pond Farm) that more utility works would be undertaken as a result.

Councillor D. French advised that it was her first official day that day as a Wealden District Councillor, following the by-election on 4 April 2024.

Councillor K. Williams provided a detailed update to members. Wealden District Council had adopted an Environmental framework. The principles were to be encouraged amongst licencees and event organisers. Some had taken the approach to mean events would have to be cancelled, this wasn't the case. It was about looking to introduce more environmental approaches, such as removing or reducing single use plastic. Wealden DC may introduce a rating system like the food hygiene awards.

The Draft Local Plan was being exhibited at the Civic Centre on Saturday 13 April. Residents were being encouraged to engage in the process either in person or virtually. A report was being processed through the District Council's Cabinet to recommend that a top slice element of CIL funding (Community Infrastructure Levy) be set aside for small scale sporting events and venues. This would allow for small events or playing fields to apply for funding to get extra support. The decision once granted would have to be ratified by Full Council.

Wealden DC had supported the Wealden Volunteer Centre's open day. The Manager (Mrs Judith Austin) had done an excellent job at taking the organisation from strength to strength.

Sussex Bay, a new organisation which saw local authorities such as ESCC, Wealden DC and voluntary organisations working together to improve the marine environment.

Wealden Crematorium had an open day scheduled in for 31 July 2024 between 11am until 3pm.

Councillor Williams had encouraged Wealden DC's CEO to engage with the Integrated Care Body who look after all the medical centres in the area, to understand what needed to be done to deliver more medical facilities.

Councillor B. Reed referred to Uckfield Leisure Centre. Councillor Williams reminded members that everyone was working hard to do everything they could between the local authorities and Freedom Leisure to provide a long-term agreement. Personally Councillor Williams felt that swimming was a vital skill as a former lifeguard.

Councillor Cox referred to a recent Licensing Committee where there had been a robust discussion in relation to the mentioned green aspects of licensing. He also referred to the conversations held on keeping taxis safe whilst ensuring they remained financially viable for drivers. Taxi drivers had previously challenged Wealden DC and therefore it was important that the committee balanced the needs of safety and ensuring vehicles were roadsafe whilst also keeping costs affordable.

FC.110.04.24 Members **RESOLVED** to reinstate standing orders.

County Councillor C. Dowling left the room.

4.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillors K. Bedwell, M. McClafferty, and D. Manvell. Apologies were also received from County Councillor Claire Dowling.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 26 February 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.111.04.24 It was **RESOLVED** that the minutes of the meeting of Full Council on 26 February 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 To note the minutes of the meeting of the Annual Town meeting on 20 March, and for the Town Council's committees to take forward the issues raised as appropriate. Members subsequently noted the minutes from this meeting.

5.3 Action List

Members noted the contents of the report and wished to remove FC.104.02.24.

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

- FC.112.04.24** (a) Plans Committee of the 11 March and 2 April 2024
It was **RESOLVED** to note the acts and proceedings of the Plans Committee on 11 March and 2 April 2024.
- FC.113.04.24** (b) Environment & Leisure Committee of the 4 March 2024
It was **RESOLVED** to note the acts and proceedings of the Plans Committee on 4 March 2024.
- FC.114.04.24** (c) General Purposes Committee of the 18 March 2024
It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee on 18 March 2024.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Members noted a typo in the third paragraph. The report should have referred to 245 aircraft movements not £245k movements.

Members discussed the grant funding schemes and Councillor D. Bennett asked if there was a formalised way for schools to apply for support. Councillor C. Macve advised that unfortunately Uckfield and Heathfield fell outside of Gatwick Airport's boundary for the STEM initiative. He reassured Councillor Bennett that Gatwick Airport were in very close contact with schools and colleges so members agreed that it would be useful for them to widen their scope, before members noted the report.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

Nothing to report at present.

(ii) Uckfield – Events Working Group

Nothing to report at present.

(iii) Uckfield Dementia Forum

Members noted the update provided.

(iv) Infrastructure Working Group

Nothing to report at present. The next meeting was on 18 April 2024.

9.0 TO CONSIDER THE END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q4)

Members were provided with an end of year review of progress made towards the council's annual priorities for 2023-24.

Councillor C. Macve wished to congratulate all of the staff. It was very encouraging to see the extent of the work throughout the year.

Members accepted and noted the report.

10.0 TO CONSIDER CURRENT ISSUES WITH PAVEMENT PARKING, AND PROPOSALS FOR UNDERTAKING A CAMPAIGN

Members had received a report which highlighted the level of concern raised by residents and some businesses about pavement parking, parking obstructions and parking on yellow lines. The matter had been raised at the Annual Town meeting, by a local residents' association and residents near to a local primary school.

The report suggested that Town Council staff create a communications campaign which would focus on key hotspots within the town and key messages to address poor parking behaviour and to have respect for pedestrians, and those with pushchairs, buggy's or wheelchairs.

Members had been asked whether they were happy to support a campaign, and were asked to indicate any particular hotspots of concern, that could feature within the campaign.

Hotspots highlighted by members included:

Town Centre	<p>Parking on the pavement outside Mojava (High Street)</p> <p>People parking in the disabled bay outside Card Factory (High Street)/Caprinos</p> <p>People parking on the pavements by the takeaways (<i>just north of Civic Approach by Indian takeaways and outside Fish and Grill</i>)</p> <p>Parking in Upper High Street on pavements to collect takeaways and pop into convenience stores</p> <p>Parking bays by Framfield Road junction were misused. It was usually the same vehicles parking all day.</p> <p>Grange Road – parking on pavement and double yellow lines</p>
Wider Town	<p>Regency Close – ambulance wasn't able to get through to member in an emergency</p> <p>Mill Lane – corners by Citroen Garage (so congested, difficult to access)</p> <p>Keld Avenue/Framfield Road – parking on corners of junctions had affected visibility for other road users.</p> <p>Farriers Way – commuters parking up road and into Forge Rise</p>

The main issues identified were:

- Parking on double yellow lines;
- Lorries parking on pavements;
- Parking on pavements to collect takeaways or to collect deliveries for these businesses;
- People parking in disabled bays who didn't have a badge displayed;
- People parking across dropped kerbs;

Suggestions were made further to the idea of a communications campaign, which included:

- (i) To explore an idea similar to Community Speedwatch – members and residents recording the vehicle registration plates, and reporting vehicles who were parking poorly, and reporting these vehicles to Operation Crackdown. Notices or letters could be placed on the car, and then they would know they were being monitored;
- (ii) Questioned whether it would be worth approaching Network Rail about the large station car park, as this was often underused to see if a partnership initiative could be set up;
- (iii) It was suggested that any campaign undertaken should remain positive and residents be reminded about why parking was currently free, and to effectively adhere, otherwise this could be lost;
- (iv) Request that ES Highways repaint the road markings for the disabled bays so they were obvious to road users and clearly marked;

- (v) Consider creating loading and unloading bays. If there were regular spots, it would manage the use of the on-street parking bays better;
- (vi) Review the two parking bays by the Framfield Road junction as these were misused and there was no provision for disabled parking in that area of the town;
- (vii) Consider the placement of planters in the hotspot areas such as Mojava, outside Truffles and Upper High Street;
- (viii) Review the previous materials introduced by Jeremy Leach from Wealden DC about behaviour change. The Town Clerk still had some of this material;
- (ix) Engage with the local businesses and create posters and stickers for shop windows;
- (x) With the Police & Crime Commissioner elections in May, it was thought that this would be a good time to ask the candidates about their thoughts.

FC.115.04.24 With unanimous support, members **RESOLVED** to approve for the Town Clerk and Marketing & Community Engagement Officer to proceed with a communications campaign around poor parking behaviour.

11.0 TO SIGN AND SEAL ANY LEASE AGREEMENTS OR LICENCES READY FOR EXECUTION

The Town Clerk explained that the copy of the lease agreement for the Quickborn Suite presented to General Purposes Committee on 18 March 2024, had been approved. The paperwork was just being prepared for execution.

FC.116.04.24 Members **RESOLVED** that subject to the preparation of the final lease agreement, that two Councillors be authorised to sign and seal the lease agreement in the presence of the Town Clerk.

District Councillor K. Williams and the two members of the public left the room.

12.0 NOTE THE MAYOR'S ENGAGEMENTS

Members noted the update provided.

13.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

There were no deeds of grant on this occasion.

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received in time for the meeting.

15.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that further to discussions at the Annual Town meeting that the Luxfords Centre had been in touch, to request support for a nomination to be made to Wealden DC to record the site as an asset of community value. The Town Clerk explained that since receiving the initial enquiry, the Luxford Centre Executive Committee had now made a nomination direct.

Wealden DC had advised that some changes were due to be made to waste collection times from 15 April 2024, due to the increase in properties on their rounds. Members were asked to help spread the word amongst their residents.

The Royal Portrait of his Majesty, King Charles III had arrived and would be added to the wall of the Council Chamber in due course.

16.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor J. Love advised members that she had attended the Uckfield Theatre Guild Youth Production of Oliver the previous weekend and it had been an excellent performance with some very talented young performers.

A number of new businesses had come to the town. Councillor Love hoped members would join her in welcoming them and supporting them, and encouraging local residents to support their business.

Wealden DC were running their exhibition at the Civic Centre on Saturday 13 April 2024, to present the draft Local Plan. Members were asked to support office staff with the promotion of the event, and to try and gain interest from local residents, and ensure adequate footfall through the door.

The Town Mayor also advised that the Farmers Market would be coming back to Uckfield, once a month on a Saturday morning, and it was planned to use the Source site. Once information was available, once again, members were asked to help spread the word. Members noted the update.

17.0 CONFIDENTIAL BUSINESS

FC.117.04.24 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

17.1 To consider quotations for the installation of new plumbing and heating at Victoria Pavilion

FC.118.04.24 With nine votes in favour, and two members abstaining, it was **RESOLVED** to select Company A at the quotation of £41,946.

17.2 To consider the data governance proposals for the new Town Centre CCTV contract with Sussex Police

The Town Clerk provided a brief update on the transition to the new contract and advised that the information governance documentation was not yet quite ready, and would be circulated to members once available for consideration.

17.3 To note a reminder of works planned in Snatts Road Cemetery

The Town Clerk provided a verbal update on the works taking place on 17 April 2024.

The meeting closed at 8.49pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once covid restrictions have eased. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>It was hoped that Wealden District Council and Sussex Police would re-investigate the options available in the next 12-24months.</p>
<p><u>FC.30.09.20</u></p>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC’s planning department of these discussions along with neighbouring parish councils.</p>	<p>14.09.20</p>	<p>HG</p>	<p>In progress.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.55.10.21</u>	Members RESOLVED to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>“Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they: (i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and: (ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i>	25.10.21	HG	Having understood the requirements from the recent funding round we now have time to prepare for the next funding round and have the necessary evidence and associated costs available.
<u>FC.94.02.22</u>	<u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u> Members unanimously RESOLVED to approve the motion put forward by Councillor B. Cox to: <i>What the council still needs to do</i> <ul style="list-style-type: none"> • Report on the results of the schools' questionnaire and review the recommendations; • Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes; • Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council; <i>Summary.</i> Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.	28.02.22	All	In progress.
<u>FC.63.10.23</u>	<u>13.0 To receive a response from East Sussex County Council to a previous motion submitted requesting the installation of a pedestrian crossing</u> Members RESOLVED to accept the proposed amendment to Councillor Bennett's original motion and set out to: “maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people. Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area,	30.10.23	HG	The Town Clerk met with a representative of ESCC and the local County Councillor at 8.30am on Fri 1 December 2023 and monitored pedestrian movements across London Road from North Row. In response to the resolution of Council – the Town Clerk will now

	and not further north of the town. It was also suggested that any data or feedback from the feasibility study and associated speed surveys, should reflected in any future updates to the Sustrans report.”			make contact with ESCC and request a feasibility study for this section of road, and associated speed surveys.
<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC.68.10.23</u>	<u>22.0 Chairman’s Announcements</u> Members RESOLVED to support postal workers and write to Royal Mail to ask how they were going to address the current shortfall in staffing levels and support residents and households of Uckfield.	30.10.23	DB/HG	In progress.
<u>FC.76.12.23</u>	<u>11.0 To consider a motion from Councillor D. French</u> After some discussion, members RESOLVED to put forward nominations for the Uckfield Rugby Club, the Family Hub (as Childrens Centres were at risk of closure) and the Highlands Inn (as the last remaining pub in the south of Uckfield and their support to community lunches) as Assets of Community Value.	11.12.23	HG	In progress.
<u>FC.77.12.23</u>	<u>13.0 To consider aboricultural reports for a Lime Tree in Snatts Road Cemetery</u> (i) For the Senior Administrative Officer and Town Clerk to make contact with the relatives of those who had ashes interments or graves in the vicinity of the base of the tree, to inform them sensitively of the current condition of the tree, and; (ii) to seek to address the risks identified, and book in works to reduce the height of the pollarded tree to a monolith shape at a height of approximately 2.5metres at the end of January 2024. This would give time to make contact with relatives but also ensure works are completed before the end of the winter season.	11.12.23	HG/RN	This work has been completed. NFA.
<u>FC.98.01.24</u>	<u>23.2 To consider the recommendations of the Finance Sub-Committee</u> Members RESOLVED to approve the addition of Cyber Cover to the Town Council’s Buildings Insurance policy.	15.01.24	HG	Application in progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.93.01.24</u>	<p><u>16.0 To consider the response from the Lloyds Banking Group to the letter sent by Uckfield Town Council</u> Members RESOLVED to:</p> <p>(i) approve the submission of a formal complaint to the Financial Ombudsman;</p> <p>(ii) to send a response to the Lloyds Banking Group;</p> <p>(iii) to send a letter to LINK in relation to banking hubs, and;</p> <p>(iv) to send a letter to the MP expressing our concerns of both the loss of face to face banking services, and ATMs.</p>	15.01.24	HG/PU	In progress.
<u>FC.105.02.24</u>	<p><u>14.0 To consider the issues being experienced with parking at Victoria Pleasure Ground</u> Members RESOLVED to give permission for officers to proceed with the above three proposals for monitoring vehicles parking at Victoria Pleasure Ground, and to also replace signage which emphasised the purpose of the car parking area.</p>	26.02.24	HG	Work has commenced to address this matter. In progress.
<u>FC.115.04.24</u>	<p><u>10.0 To consider current issues with pavement parking and proposals for undertaking a campaign</u> With unanimous support, members RESOLVED to approve for the Town Clerk and Marketing & Community Engagement Officer to proceed with a communications campaign around poor parking behaviour.</p>	08.04.24	HG/ WH	In progress.

Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda item 8.0

TO CONSIDER THE SCHEME OF DELEGATION

1.0 Summary

- 1.1 Uckfield Town Council already holds detailed Standing Orders, Financial Regulations and Terms of Reference which set out the requirements of the Proper Officer, the Responsible Financial Officer (RFO) and the remit and responsibilities of each of the standing committees and sub-committees.
- 1.2 It is common practice amongst parish and town councils, similar to district councils to append a Scheme of Delegation to either the Terms of Reference or Standing Orders. This became particularly important during the pandemic, when meetings moved online, and many parishes did not have the means by which to delegate duties to their Clerk. Uckfield Town Council was different in that regular online meetings took place as soon as this was possible, and the Town Clerk as Proper Officer and the Assistant Town Clerk, as RFO, already had a fairly large amount of ability and power due to the current wording of the standing orders and financial regulations, as well as the ability to call on the Urgent Consultation Panel between meetings.
- 1.3 A scheme of delegation confirms the powers and duties delegated to the Town Clerk, and where the Town Clerk may delegate further duties and powers to other officers within the Town Council, as allowed under Section 101 of the Local Government Act 1972.
- 1.4 Conversations have continued for some time after the pandemic via the National Association of Local Councils (NALC) to confirm the importance of having a scheme of delegation. We will therefore seek to draft a scheme, which can then be presented for final approval by the council on 26 June 2024.

2.0 Recommendation

- 2.1 Members are asked to recommend that members of General Purposes Committee consider the proposed scheme of delegation in more detail at their meeting on 10 June 2024, before presenting the final version to Full Council for adoption on 26 June 2024.

Appendices: Appendix A: Copy of scheme of delegation for Haywards Heath Town Council
 Appendix B: Copy of scheme of delegation for Seaford Town Council
 Appendix C: Copy of scheme of delegation for Gillingham Town Council

HAYWARDS HEATH SCHEME OF DELEGATION TO TOWN CLERK

Appendix 5

SCHEME OF DELEGATION TO THE TOWN CLERK - Legal Context: (included to assist residents)

Section 101 of the Local Government Act 1972 provides:

- a. That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- b. A Committee may delegate its powers to an officer.
- c. The delegating body may exercise powers that have been delegated.

Proper Officer:

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

Any delegation to the Proper Officer by Full Council or a Committee of the Council shall be exercised in compliance with the Council's Standing Orders and Financial Regulations, polices or any conditions imposed by the Council and within law.

Where statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, she/he shall be the Town Clerk: The Town Clerk, in consultation with the Chairman and Vice Chairman of the appropriate Committees, may also take action

deemed desirable on any matters which the Committee concerned has delegated powers but which require urgent action. This will then be reported the Committee at the earliest opportunity.

Process Matters and Legal Requirements

- a) To receive declarations of acceptance of office from newly elected/co-opted Members of the Council.
- b) To receive and record notices of Member's Declarations of Interests.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council including Burial Deeds and Allotment Holder Tenancy Agreements.
- e) To sign summonses requiring attendance at meetings of the Council or Committees.
- f) To obtain and execute licences for use of land owned by principal authorities to improve and place street furniture, adopt and/or maintain open spaces, roundabouts and grass verges.
- g) To negotiate and execute contracts for the devolvement or providing of services for principal authorities.
- h) To represent or delegate representation of the Town Council at third party working groups and meetings.
- i) Via the Deputy Town Clerk inform the Planning Authority of Planning Comments, as advised by the Planning Committee within the set timescales set by the Planning Authority.
- j) Institute and appear in any legal proceedings authorised by the Council.
- k) Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
- l) As required, alter the date or time of a committee meeting, but before doing so, shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times.
- m) To provide the opportunity of remote meeting for Working Groups and Council/Committee if legally allowed.

Operational Matters

The Town Clerk shall have full day to day authority to deal with the business of the Council, within the agreed policies and budgets of the Council, subject to the adherence with Financial Regulations/Standing Orders. This is specifically defined as follows:

1. Purchase of goods and services within the confines of the approved budget,
2. To implement decisions of the Council and its Standing committees, subject to the adherence of Financial Regulations/Standing Orders,
3. Authorise budget overspend to a maximum of £1,000 in writing to the RFO with the Committee Chairman copied in, with all authorisations being reported to the next meeting of the Policy and Finance Committee

Staffing and Human Resources

1. Appointment & dismissal of staff.
2. The monitoring and management of staff performance.
3. The management of discipline and grievance matters up to and including final written warning in line with council policy.
4. Authorisation of leave and carry-over leave.
5. The awarding of increments in accordance with National Conditions of Service.
6. To consider and decide upon requests for flexible working taking into account the operational implications for the Town Council.
7. The authorisation of compassionate leave up to seven days a year.
8. Authorisation of overtime working.
9. Approval of staff training courses.
10. Urgent action to ensure or safeguard staff welfare.
11. Payment of salaries, wages, pensions and taxes of staff employed by the Council or retired from service (through the Responsible Finance Officer).

Generally

1. Arranging official courtesy receptions/entertainment of guests of, or advisers to, the Council.
2. Letting of Council facilities at Haywards Heath Town Hall and on open spaces.
3. Negotiations of insurance agreements and utilities services for Council property and services.
4. To co-ordinate and direct the publication of the Town Council Newsletter and Town Guide.
5. To deal with the Management provision and maintenance of within spending allowances; Allotments, Notice Boards, Cemetery. Street & footway lighting, Litter Bins, Muster Green, Public Seats, Christmas Lights, Bus & Public Shelters, War memorial.
6. The management and maintenance of grounds maintenance contracts.
7. Co-ordinating all operational issues and partnership agreements that affect the Town Council.
8. Dealing with the local media on all press releases and/or Council promotions
9. Co-ordinate any youth development issues or initiatives.
10. Co-ordinate and direct the Council's involvement in any annual Town events.
11. Co-ordinate the Council's agreed civic role on Town Twinning.
12. To manage the Council's office premises including all operational issues/budgets.

SEAFORD TOWN COUNCIL SCHEME OF DELEGATION TO TOWN CLERK

Scheme of Delegation

The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Appointing Council representatives to outside bodies.
- 1.9 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.2 Finance & General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1 Review of budget position.

- 2.2.2 Consideration of annual budget request of all standing Committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all Internal Audit reports.
- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- 2.2.8 Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).

2.3 Community Services Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & Recreation Ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course and The View).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 37 Church Street.
- 2.3.12 Hurdis House.
- 2.3.13 CCTV.
- 2.3.14 Other open spaces.
- 2.3.15 Seating, dog & litter bins.
- 2.3.16 Events.
- 2.3.17 Community support.
- 2.3.18 Tree Wardens.
- 2.3.19 Bus shelters.
- 2.3.20 Street lighting.
- 2.3.21 Spend within the Community Services Budget.
- 2.3.22 Consideration of annual budget request of Community Services Committee for recommendation to Finance & General Purposes Committee.

2.4 Planning & Highways Committee

All matters (except for creating Council Policy) relating to:

- 2.4.1 Planning applications.
- 2.4.2 Tree works applications.

- 2.4.3 Highways & traffic matters.
- 2.4.4 Street naming.
- 2.4.5 Local and regional plans.
- 2.4.6 All other planning or highway matters the Town Council is consulted on.

2.5 Golf & The View Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1 Seaford Head Golf Course.
- 2.5.2 The View at Seaford Head.
- 2.5.3 Reviewing and commenting on policies of Seaford Head Golf Club.
- 2.5.4 Spend within the Golf & The View Budget
- 2.5.5 To withdraw club memberships and bar from the premises, and any golfers whose behaviour justifies this.
- 2.5.6 The Golf Professional service and associated service level agreement.
- 2.5.7 Consideration of annual budget request of Golf & The View Committee for recommendation to Finance & General Purposes Committee.

2.6 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.6.1 All personnel matters not delegated to officers or Sub-Committees.
- 2.6.2 Authorise or not all incremental pay rises following staff appraisals.
- 2.6.3 Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.6.4 Authorise permission for staff to accept secondary employment.
- 2.6.5 Authorise adjustments to employees Terms & Conditions of employment.

2.7 Grievance/Disciplinary Sub-Committee

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.7.1 Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.7.2 Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.7.3 Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.7.4 Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

2.8 Appeals Committee

Note: the committee cannot consider an appeal against a decision taken by the Full Council.

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.8.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.8.2 Consider and resolve all Freedom of Information Act appeals.
- 2.8.3 Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.8.4 Consider all appeals against decisions where this is available within a policy.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

3.1 Town Clerk

3.1.1 The Town Clerk shall be the Proper Officer of the Council as defined in law.

3.1.2 See the table below for delegated responsibilities and the individuals to cover these in the absence of the Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Assistant Town Clerk
b.	Issue all statutory notifications.	Assistant Town Clerk
c.	Receive Declarations of Acceptance of Office.	Assistant Town Clerk
d.	Receive and record notices disclosing pecuniary interests.	Assistant Town Clerk
e.	Receive and retain documents and plans.	Assistant Town Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Assistant Town Clerk
g.	Sign notices or other documents on behalf of the Council.	Assistant Town Clerk
h.	Receive copies of By-laws made by principal authority.	Assistant Town Clerk

i.	Certify copies of By-laws made by the Council.	Assistant Town Clerk
j.	Sign summons to attend meetings.	Assistant Town Clerk
k.	Ensure compliance with Standing Orders.	Assistant Town Clerk
l.	Manage all Town Council staff, either directly or indirectly.	Executive Support Officer
m.	Manage the provision of Council services, buildings, land and resources.	Projects & Facilities Manager
n.	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Responsible Financial Officer
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Assistant Town Clerk / Responsible Financial Officer / Projects & Facilities Manager
p.	Deal with dispensation requests from Members under the Code of Conduct.	Assistant Town Clerk
q.	Deal with matters specifically delegated by Council or Committee.	To be assessed individually by Senior Management Team
r.	Take all decisions relating to the training of Councillors & staff.	Executive Support Officer
s.	Appoint all employees in accordance with the Council's staff structure.	Executive Support Officer
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Executive Support Officer
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Executive Support Officer
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Executive Support Officer
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Executive Support Officer
x.	Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Responsible Financial Officer
y.	Responsible for the overall management of all budgets in accordance with Council policies.	Responsible Financial Officer
z.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Senior Management Team members
aa.	Overall responsibility for Health & Safety across all Council owned sites.	Projects & Facilities Manager

bb.	Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.	Responsible Financial Officer
cc.	Authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting).	Assistant Town Clerk
dd.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Responsible Financial Officer or Finance Manager Personnel Policies – Executive Support Officer Civic/Freedom of Information/Consultation Policies – Assistant Town Clerk To be assessed individually by Senior Management Team as and when required.

3.2 Assistant Town Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of Civic functions for the Council.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of employees within section.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.2.7** Matters specifically delegated by Council or Committee.

3.3 Executive Support Officer

- 3.3.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.3.2** Day to day management of all of the Council's Human Resources functions.
- 3.3.3** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.3.4** Matters specifically delegated by Council or Committee.

3.4 Responsible Financial Officer

- 3.4.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.4.2 Proper administration of the Council's financial affairs.
- 3.4.3 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.4.4 Ensure compliance with Financial Regulations.
- 3.4.5 Ensure compliance with all financial procedures.
- 3.4.6 Determine accounting policies, records and control systems.
- 3.4.7 Manage risk management of the Council.
- 3.4.8 Day to day management of employees within section.
- 3.4.9 Matters specifically delegated by Council or Committee

3.5 Finance Manager

- 3.5.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.5.2 Arrange and manage the Council's insurance arrangements.
- 3.5.3 Management of Council salaries in accordance with contracts of employment.
- 3.5.4 Day to day management of all employees within section.
- 3.5.5 Matters specifically delegated by Council or Committee.

3.6 Projects & Facilities Manager

- 3.6.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.6.2 Day to day management of land, buildings and other resources.
- 3.6.3 Project development for consideration by relevant Committee.
- 3.6.4 Management of maintenance contracts.
- 3.6.5 Day to day management of all employees within section.
- 3.6.6 Matters specifically delegated by Council or Committee.
- 3.6.7 Developing income generating activities.
- 3.6.8 Responsible for the management of the Community Services budget in accordance with Council Policy.
- 3.6.9 (Above responsibilities assumed by Projects Support Officers in the absence of the Manager).

3.7 General Manager - The View at Seaford Head

- 3.7.1 Day to day management of The View.
- 3.7.2 Management of the maintenance of the facility, including the car park.
- 3.7.3 Day to day management of all employees within section.
- 3.7.4 Appointment of all employees within structure.

- 3.7.5 Appointment of temporary and casual employees where a business case can be demonstrated.
- 3.7.6 Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.
- 3.7.7 Developing income generating activities.
- 3.7.8 Matters specifically delegated by Council or Committee.
- 3.7.9 Responsible for the management of The View budget in accordance with Council policy.
- 3.7.10 Dealing with complaints regarding The View, as per the Complaints Procedure.
- 3.7.11 (Above responsibilities assumed by Assistant Manager in the absence of the Manager).

3.8 Golf Professional (non-employee service contract)

- 3.8.1 Day to day management of the Golf Course.
- 3.8.2 Management of the maintenance of the Course.
- 3.8.3 Day to day management of all employees within section.
- 3.8.4 Authorising licensed vermin control shooters on course up to a maximum of four.
- 3.8.5 Developing income generating activities.
- 3.8.6 Matters specifically delegated by Council or Committee.
- 3.8.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.
- 3.8.8 Dealing with Complaints regarding activities on Seaford Head Golf Course, as per the Complaints Procedure.

GILLINGHAM TOWN COUNCIL SCHEME OF DELEGATION TO TOWN CLERK

1. Introduction

This scheme of delegation outlines the responsibilities and decision-making processes within Gillingham Town Council. It aims to ensure efficient governance, accountability and transparency, while delegating authority appropriately.

Under the Local Government Act 1972 s101(a) the Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer of the authority.

Delegation of some decisions is an essential part of the efficient operation of the Town Council, which provides a range of services and assets. The Town Council does not have the power to delegate a decision to an individual councillor or informal grouping of councillors.

The matters detailed in this document will be delegated on an ongoing basis, until such time as this Scheme of Delegation is reviewed.

2. General Principles:

- a) The Town Council will operate within the legal framework set by relevant legislation and regulations.
- b) Decision-making will be conducted in accordance with democratic principles, considering the best interests of the community.
- c) Delegated authority will be exercised responsibly, with due consideration for public scrutiny and accountability.

3. Roles and Responsibilities

3.1 Full Council

Some matters cannot be delegated; these include the following items, which can only be determined by resolution of the Full Council:

- a) Appointing the Mayor and Deputy Mayor in May each year.
- b) Adopting and amending Standing Orders, Financial Regulations, Committee Terms of Reference and the Scheme of Delegation.
- c) Approving the Town Council's budget and the precept.
- d) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.
- e) Authorising expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- f) Authorising borrowing.
- g) Appointing representatives to outside organisations.
- h) Declaring eligibility for the General Power of Competence.
- i) Confirming the appointment of a new Town Clerk, further to a recommendation from the appointed recruitment panel when a vacancy arises.
- j) Making, amending, revoking, re-enacting or adopting by-laws and promoting or opposing the making of local legislation.
- k) All other matters which must, by law, be determined by resolution of Full Council.

3.2 Committees, Sub-Committees and Task & Finish Groups

Matters delegated to the council's standing committees, sub-committees and task & Finish Groups are specified under each Terms of Reference.

3.3 Advisory Panels

Advisory Panels have no delegated powers; they are only able to recommend a course of action to the council or relevant standing committee.

3.4 Town Council Officers

Under the Local Government Act 1972 the Town Council 'shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them'.

Officers have the role of interpreting and implementing decisions made by the council and its committees/sub-committees/task & finish groups.

Specific decisions can be delegated to officers by the Town Council, sometimes with the requirement for the officer to consult with the Mayor/Deputy Mayor or a Committee Chairman.

In the vast majority of instances, the officer decision will accord with the views of the councillors consulted, however the act of delegation to the nominated officer means the decision is theirs and theirs alone. All such delegated decisions will be reported to a subsequent council meeting.

The Town Clerk is the council's Proper Officer and in their absence their duties will be fulfilled by the Assistant Town Clerk.

Nominated officers can delegate functions to an appropriate staff member, although they retain ultimate responsibility for any decisions made.

Delegated authority must be exercised in accordance with the law, the council's Standing Orders, Financial Regulations and wider policies.

No.	Area of Operation	Delegation	Officer/Committee
1.	Allotments	Sign agreements, carry out inspections and allocate plots when vacancies arise, in accordance with the waiting list	Proper Officer Assistant Town Clerk
		Carry out inspections of allotment plots and issue warning notices	Proper Officer Assistant Town Clerk
		Issue eviction notices in accordance with the Allotments Policy	Allotments & Burials Sub-committee recommendation to General Purposes Committee
2.	Appointments	Nomination and appointment of representatives of the council to any other authority, group or organisation	Full Council
3.	Archives and information management	Receive, retain and archive documentation in accordance with the Records Management Policy and Retention Schedule	Proper Officer
4.	Assets	Maintain the fixed asset register	RFO
		Day to day administration and operation of play areas, public open spaces and other community areas, together with routine inspection and control	Proper Officer Works Manager
5.	Audit	Liaise with internal and external auditors	Proper Officer RFO
		Select and review internal auditors	Finance and Policy Committee
6.	Cemetery	Sign Deeds of Exclusive Right of Burial, Transfer of those rights, approve memorial applications and requests for additional inscriptions	Proper Officer Assistant Town Clerk
		Allocation of new ashes plots	Proper Officer Assistant Town Clerk
7.	Civic Events	Organising civic events	Proper Officer, in consultation with the Mayor
8.	Communications	Issue all formal communications on behalf of the Town Council in accordance with the Communication and Media Policy	Proper Officer Mayor
		Manage the Town Council's social media platforms	Proper Officer
9.	Consultations	Respond to consultations in accordance with the resolutions of the relevant committee	Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
10.	Correspondence	Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion of the Council to be taken	Proper Officer
11.	Council Meetings	At least three clear days before a meeting of the Council or a committee, serve on councillors a signed summons in accordance with Standing Orders	Proper Officer
		Give public notice of the date, time, place and agenda at least three clear days before a meeting of the council or a committee, in accordance with Standing Orders	Proper Officer
		Keep minutes and other proper records of council meetings, in accordance with the Records Management Policy and Retention Schedule	Proper Officer
12.	Elections / Co-options	To notify Electoral Services of all casual vacancies arising in Council membership	Proper Officer
		Arrange for newly elected/co-opted councillors to sign Declaration of Acceptance of Office forms	Proper Officer
		Arrange for newly elected/co-opted councillors to complete Register of Disclosable Pecuniary Interests	Proper Officer
13.	Emergency Planning	Lead the Council's response in the case of a major emergency, in consultation with Dorset Council's Emergency Planning Officers and in accordance with the Town Council's Community Resilience Plan	Proper Officer and Lead councillor, as appointed by Full Council
14.	Employment	Oversee the operational duties, welfare, training (with the exception of Professional qualifications) and development of all staff in addition to matters contained in the Staff Handbook and Health and Safety Handbook	Proper Officer
15.	Events	Authorise requests to facilitate events, in accordance with the Town Council's Hire of Council Land Policy and Room Hire Policy	Proper Officer
		Authorise Council representation at public events, in accordance with the authority to spend as detailed in the Financial Regulations	Proper Officer, in consultation with the Mayor
16.	Expenditure	Budgetary control and authority to spend, in accordance with the Financial Regulations	Proper Officer and all nominated budget holders

No.	Area of Operation	Delegation	Officer/Committee
17.	Expenditure in an emergency/urgent situation	<p>Unbudgeted expenditure on behalf of the Council which is deemed urgent or is of an emergency nature, eg work or services required to address an imminent risk to Council operations, personnel or the public</p> <p>This expenditure is subject to a financial limit of £20,000</p> <p>Retrospective approval of such items of expenditure must be obtained at the next relevant meeting</p>	Proper Officer, Mayor and Deputy Mayor
18.	Finance – Cash flow and payments	The RFO will create online bank payments and transfers which will be authorised by the Proper Officer and two nominated councillors, in accordance with the Financial Regulations	Proper Officer RFO Councillors nominated by resolution
19.	Finance - Investments	Invest Council funds in accordance with the Council's Financial Regulations and Investment Strategy	Proper Officer RFO
20.	Finance - Virements up to £2,999	The virement of funds between budgets up to £2,999, in accordance with the Financial Regulations.	RFO, in consultation with budget holders
21.	Finance - Virements of £3,000 and over	The virement of funds between budgets of £3,000 and over, in accordance with the Financial Regulations.	Finance and Policy Committee
22.	Freedom of Information	Respond to Freedom of Information requests	Proper Officer
23.	Grants	Consideration of grant applications submitted to the Town Council, in accordance with the Grants Policy	Finance & Policy Committee recommendation to Full Council
		Submission of grant applications on behalf of the Town Council, as instructed by the Council	Proper Officer
24.	Health and Safety	<p>Act as the Council's nominated Health and Safety Officer</p> <p><i>Please note that the Council appoints an external advisor to act as its 'Competent person' under relevant legislation. The shared Health and Safety responsibilities are set out in the Council's Health and Safety Handbook</i></p>	Works Manager
25.	Insurance	In accordance with the Financial Regulations, effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Town Clerk	RFO Proper Officer
		Annual review of the Council's insurance cover, including fidelity guarantee insurance	Finance and Policy Committee

No.	Area of Operation	Delegation	Officer/Committee
26.	Legal documents	Sign notices, contracts and agreements on behalf of the Council and any other documents requested by the Council, in accordance with the Standing Orders	Proper Officer
27.	Mayor	Arrange for newly elected Mayor and Deputy Mayor to sign the Declaration of Acceptance of Office forms	Proper Officer
28.	Planning Committee Decisions	Respond to the Local Planning Authority on planning applications and consultations, in accordance with the resolutions of the Planning Committee	Proper Officer Assistant Town Clerk
29.	Procurement	Undertake procurement exercises in accordance with the Financial Regulations	Proper Officer and all nominated budget holders
30.	Property and Assets	Manage the Town Council's property and assets, instigating repairs and maintenance within agreed budgets.	Works Manager.
31.	Public Toilet	Arrange temporary toilets when required	Proper Officer Works Manager
32.	Recruitment of Town Clerk	Approve recruitment process	HR Committee
		Shortlisting and interviewing applicants	Mayor, HR Chairman plus a Councillor nominated by the HR Committee
		Confirming the appointment of a new Town Clerk, following a recommendation from the recruitment panel	Full Council
33.	Recruitment of replacement of permanent staff (other than the replacement of the Town Clerk) or temporary staff to cover long periods of absence	Accept resignation and approve recruitment process	Proper Officer
		Shortlisting and interviewing applicants	Proper Officer Appropriate Line Manager
		Appointment following the recruitment process	Proper Officer Appropriate Line Manager

No.	Area of Operation	Delegation	Officer/Committee
34.	Recruitment of additional staff	Approve staffing budget	HR Committee and recommendations to Full Council
		Approve Job Description and evaluation if a new position	HR Committee and recommendations to Full Council
		Approve recruitment process, ensuring the additional recruitment is in line with the agreed staffing budget	Proper Officer
		Shortlisting and interviewing applicants	Proper Officer Appropriate Line Manager
		Appointment following the recruitment process	Proper Officer Appropriate Line Manager
35.	Services	Day to day administration and operation of services, together with routine inspection and control	Proper Officer Works Manager
		To set a chargeable rate not to exceed £500 for occasional or one-off services provided by the Town Council staff, such as the emptying a litter bin on behalf of a third party	Proper Officer
36.	Vehicles and equipment	To maintain, repair and service the Council's motor vehicles and equipment using contractors where appropriate	Works Manager

4. Review

This Scheme of Delegation was reviewed by Full Council at the Annual Town Council meeting held on 13th May 2024 for approval and adoption, Minute no. 9d.

It will be reviewed by Full Council annually or when there are changes to legislation, whichever is sooner.

5. References

- Local Government Act 1972 s101(a)

Signed by

The Mayor of Gillingham: _____ Date: _____

UCKFIELD TOWN COUNCIL



COUNCIL COMMITTEES

The following Terms of Reference ~~were~~are presented for review ~~and subject to suggested amendments were adopted~~ at the Annual Statutory meeting of the Council on ~~15 May 2023~~20 May 2024.

GENERAL PURPOSES COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

1.0 Financial Matters

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;

- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

2.0 Buildings

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.2 Ensure that the lease agreements are adhered to where in place, and the leaseholder or tenant carries out their obligations for internal decoration and repairs, and health and safety;
- 2.3 Ensure that building insurance is in place for all Town Council owned buildings and recharged to leaseholders in line with their lease agreement/tenancy;
- 2.4 That routine rebuild insurance valuations are sought to inform insurance cover, and market valuations are sought on renewal of lease agreements to ensure the Town Council has up to date asset information;
- 2.5 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner for Town Council run buildings and facilities;
- 2.6 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.7 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, Quickborn Suite, Ridgewood Village Hall and Snatts Road Cemetery Chapels.)

3.0 Policy

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities – in particular the Town Council's Risk Management Policy, Annual Investment Strategy and Health & Safety Policy;

- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

4.0 Administration

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website and Civic Centre website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

ENVIRONMENT AND LEISURE COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

1.0 Environment

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting Climate Change initiatives and the green agenda;
- 1.5 The deployment of road safety devices to appropriate locations in the Town and support of Community Speedwatch initiatives;
- 1.5 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.6 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;
- 1.7 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.8 Removing litter and waste on land owned or maintained by the Town Council;
- 1.9 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.10 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.11 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards.

2.0 Leisure

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, ancient woodlands allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce.

3.0 Administration

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee (allotments, open spaces and seasonal sport fees);
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;

- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

PLANS COMMITTEE

7 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications within the town boundary of Uckfield and/or adjacent land, whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

The committee will also respond to UK Government and local planning authority planning policy consultations as and when necessary.

PERSONNEL SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the

Town Clerk.

**FINANCE SUB-COMMITTEE
5 MEMBERS**

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE:

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;
- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

URGENT CONSULTATION PANEL

MEMBERS – The Mayor, Deputy Mayor, Chairmen of the General Purposes, Environment and Leisure and Plans Committees.

TERMS OF REFERENCE

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;
- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

NEWSLETTER VOICE EDITORIAL PANEL

3 MEMBERS

(Reporting to the General Purpose Committee)

TERMS OF REFERENCE

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.

UCKFIELD TOWN COUNCIL



COMMITTEE MEMBERSHIP 2024-25

GENERAL PURPOSES COMMITTEE (9) (Reports to Full Council)			ENVIRONMENT AND LEISURE COMMITTEE (9) (Reports to Full Council)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
PLANS COMMITTEE (7) (Reports to Full Council)			FINANCE SUB-COMMITTEE (5) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
PERSONNEL SUB-COMMITTEE (5) (Reports to General Purposes Committee)			THE VOICE EDITORIAL PANEL (3) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.					
5.					

UCKFIELD TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2024-25

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	
Neighbourhood Plan Steering Group	4	
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	
Emergency Planning Co-ordinators	2	
Wealden Volunteering (formerly UVC)	1	
Wealden District Association of Local Councils	1	
Wealden District Association of Local Councils Parish Planning Panel/ Local Plan Engagement Cluster	(2) 1 member and 1 substitute	

AGM meetings only:

East Sussex Association of Local Councils	1	
Ridgewood Village Hall Management Committee	1	
Uckfield & District Preservation Society - Bridge Cottage	1	

ENVIRONMENT AND LEISURE COMMITTEE

Organisation	No. Required	
All Weather Pitch Operational Advisory Group	(2) (1 member and 1 substitute)	
Conservators of Ashdown Forest	(2) (1 member and 1 substitute)	
Local Nature Reserve Supporters Group	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
Luxford Centre Management Committee	1	
Stakeholder Group exploring provision of Tennis facilities in Uckfield with Uckfield College	(2) (1 member and 1 substitute)	
Uckfield Railway Line Parishes Committee	1	
Uckfield Youth Club Trust Board	1	
Wealden Bus Alliance/Weald Link Forum	1	
Wealden Food Partnership Advisory Group	1	

AGM meetings only:

Uckfield & District Twinning Association	1	
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Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda item 13.0

TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

1.0 Summary

- 1.1 At each Annual Statutory meeting of the Council, appointments are made to the council's committees, outside bodies, and working groups which sit under Full Council. Any working groups which report to the standing committees of General Purposes or Environment & Leisure will be appointed at the first meetings of these committees.
- 1.2 Some working groups are already underway so it would seem unsettling to change membership, when part way through organising an event for example:
Civic Centre Working Group;
Ageing Well Forum (formerly Uckfield Dementia Forum);
Events Working Group;
Infrastructure Working Group;

2.0 Background to these working groups

- 2.1 The Civic Centre Working Group last met before the pandemic. With a change in Hospitality Manager during the pandemic and a push to rebuild the hospitality businesses following the national lockdowns, the focus of the Town Council staff and rebuilding the business has been the day to day priority. Looking ahead however it would be good for the group to reconvene and discuss future projects and plans for the facilities:
In May 2023, the following members were appointed to the Civic Centre Working Group:
Councillors D. Bennett, D. French, S. Mayhew, and D. Ward.
- 2.2 The Uckfield Dementia Forum was first established by former Town Councillor Paul Sparks and the Town Clerk. Mr Sparks is no longer an elected member of the Town Council but still actively participates in the forum, which has now been broadened to the remit of 'Ageing Well.'
We are looking to appoint a new Town Councillor to work alongside a partner agency representative to either take on the role of Chair or Vice-Chair for the forum moving forward, and therefore seek new representation from a current serving Town Councillor.
- 2.3 The Events Working Group was set up predominantly to plan for events such as Weald on the Field and Uckfield Revival. This year it has been involved in organising the D-Day Beacon Lighting on 6 June 2024, and annual Weald on the Field day festival on 10 August 2024:
In May 2023, the following members were appointed to the Events Working Group:
Councillors K. Bedwell, D. French, V. Frost, J. Love and S. Mayhew.
Support has also continued from Councillor C. Macve and P. Selby, as well as co-opted non-members of the council.
- 2.4 The Infrastructure Working Group was set up by Full Council on 1 March 2021 to explore the infrastructure requirements for the town in order to better inform the Town Council when responding to planning applications, and assist with building information for the Neighbourhood Plan. In May 2023, the following members were appointed to the Infrastructure Working Group:
Councillors K. Bedwell, S. Mayhew and A. Smith.
Based on the need to involve all Town Councillors in this work and for this to take the role of informal business planning type workshops, the Town Clerk would like to suggest that the working group ceases, but that it becomes a Town Council wide initiative and focus led by the Town Clerk.

3.0 Recommendations

- 3.1 Members are asked to confirm the appointment of '*no less than three and no more than five members*' per working group, as per the working group policy for the following working groups:
(i) Civic Centre Working Group;
(ii) Events Working Group, and;
- 3.2 To appoint a representative for the Town Council to the Ageing Well Forum with the intention that they take on either the role of Chair or Vice-Chair at the first AGM of the forum in 2024, and;
- 3.3 Confirm that the Infrastructure planning work, should be an organisation-wide initiative.

Background paper: Policy No. 39 - Working Group Policy
Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 nd May 2006	Reissued in new format
2	25 th March 2008	General Purposes (GP.070.03.08)
3	28 th April 2008	Full Council (FC.096.04.08)
4	6 th July 2009	Full Council (FC.018.07.09)
5	10 th January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 th May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 th November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 th July 2014	Amendments to start times of meetings.
9	20 th April 2015	FC - General review and update
10	4 th July 2016	FC – General review and update
11	22 nd August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 th August 2016.
12	30 th July 2018	Refresh in line with NALC Model Standing Orders (revised 2018)
13	17 January 2022	FC - Full review in line with NALC Model Standing Orders (revised 2020)
14	27 June 2022	FC – review in line with NALC Model Standing Orders (2018) Version 2 (April 2022) – Financial

		Controls and Procurement (Section 34) (FC.29.06.22)
15	15 May 2023	FC – Annual statutory meeting annual review
16	20 May 2024	Annual review at Annual Statutory meeting

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STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

Reference to the masculine gender should also be construed as a reference to the feminine gender except where the context suggests otherwise.

Reference to, 'the Mayor', should also be construed as reference to the Chairman of any committee or sub-committee, except that of Full Council.

1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- 1.2 The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

3.0 MEETINGS

Timing and Business

- 3.1 **Full Council - 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.**
- 3.2(a) **Full Council - 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.**
- 3.2(b) **Committee meetings - the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR (*the minimum three clear days' public notice of a meeting does not include the day on which the notice was issues or the day of the meeting*)**

- 3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.
- 3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

Questions by the Public

- 3.5 **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 by means of the following resolution:-**

"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".

- 3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, statements, ask or answer questions and give evidence in respect of any item of business included in the agenda.
- 3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.
- 3.8 Subject to Standing Order 3.6 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 three minutes.
- 3.9 In accordance with Standing Order 3.6 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.
- 3.10 In accordance with Standing Order 3.9 above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 3.12 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor may at any time permit an individual to be seated when speaking.
- 3.13 Any person speaking at a meeting shall address his comments to the Mayor.
- 3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

Press and public attending and reporting on meetings

- 3.15(a) **Subject to standing order 3.5, 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 the persons not present.**
- 3.15(b) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.15(c) **Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)**
- 3.16 **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.**

Members’ conduct at meetings

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council’s standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chairman and use the microphone. If more than one Member indicates that they wish to speak, the Chairman will ask one to speak and the others must wait in the order in which they notified the Chairman of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. 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 his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- 3.23 The minutes of a meeting shall include an accurate record of the following:
- (i) the time and place of the meeting;
 - (ii) record the names of Councillors who are present and the names of the councillors who are absent;
 - (iii) interests that have been declared by councillors and non-councillors with voting rights (as detailed below);
 - (iv) the grant of dispensations 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

3.24(a) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

3.24(b) A councillor or a non-councillor with voting rights who has a disclosable prejudicial 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.

3.25 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.

3.26 Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

(For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)

3.27 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 completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

4.0 ORDINARY MEETINGS

4.1 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.

4.2 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 may direct.

4.3 The Annual Meeting of the Council shall take place at 7.00pm.

4.4 In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.

4.5 The election of the Mayor of the Council and Deputy Mayor shall be the first business conducted at the Annual Meeting of the Council.

- 4.6 **The Mayor, unless he has 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.**
- 4.7 **The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.**
- 4.8 **In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- 4.9 **In an election year, if the current Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the Mayor and shall give a casting vote in the case of an equality of votes.**
- 4.10 Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
- 4.10.1 **In an election year, delivery by the Mayor 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 Chairman of the Council of his acceptance of office form unless the Council resolved for this to be done at a later date;**
- 4.10.2 To elect a Deputy Town Mayor.
- 4.10.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
(Co-option Policy No. 44)
- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 4.10.6 Receipt of the minutes of the last meeting of a committee
- 4.10.7 Consider the recommendations made by a committee
- 4.10.8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 4.10.9 Review of the terms of reference for committees
- 4.10.10 To appoint committees, sub-committees and other groups as necessary.
- 4.10.11 To appoint any new committees in accordance with standing order 19.0

- 4.10.12 Review and adoption of appropriate standing orders and financial regulations
- 4.10.13 Review of arrangements with other local authorities, not for profit bodies and businesses
- 4.10.14 Review of representation on or work with external bodies and arrangements for reporting back
- 4.10.15 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;
- 4.10.16 Review of inventory of land and other assets including buildings and office equipment;
- 4.10.17 Confirmation of arrangements for insurance cover in respect of insurable risks;
- 4.10.18 Review of the Council's and/or staff subscriptions to other bodies;
- 4.10.19 Review of the Council's complaints procedure
- 4.10.20 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 4.10.21 Review of the Council's policy for dealing with the press/media
- 4.10.22 Review of the Council's employment policies and procedures
- 4.10.23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 4.10.24 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council
- 4.10.25 **Business as specified in the summons including:-**
- 4.10.26 **To deal with business expressly required by statute to be done.**
- 4.10.27 To dispose of business, if any, remaining from the last meeting.
- 4.10.28 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.29 To answer previously notified questions from Councillors.
- 4.10.30 To receive the minutes and consider reports and recommendations of committees.
- 4.10.31 To consider resolutions or recommendations in the order in which they have been notified.

- 4.10.32 To receive and consider reports from officers of the Council.
- 4.10.33 To authorise the sealing of documents.
- 4.10.34 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chairman of the committee would use their discretion as to the inclusion of an item.
- 4.10.35 Any other business specified in the summons.

5.0 PROPER OFFICER

5.1 The Council's Proper Officer shall be either:

- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
- (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Council's Proper Officer shall do the following:

- 5.2.1 **At least three clear days before a meeting of the council, a committee or a sub-committee, - Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda, and ;**
- 5.2.2 **Provide, in a conspicuous place, public notice of the time, date, venue and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- 5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his withdrawal of it.
- 5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 5.2.1 above.**

To receive nominations for the position of Mayor and Deputy Mayor by a deadline of seven working days prior to the Annual Statutory Meeting of full Council. Any nominations put forward must include a short paragraph on why they would be suitable i.e. their background, desires etc.

If no nominations are received prior to the meeting, nominations are entitled to be put forward at the Annual Statutory meeting of Council.

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

- 5.2.5 **Make available for inspection the minutes of meetings.**
- 5.2.6 **Receive and retain copies of byelaws made by other local authorities.**
- 5.2.7 Hold declarations of acceptance of office forms from Councillors.
- 5.2.8 Hold a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 5.2.9 Keep proper records required before and after meetings.
- 5.2.10 Assist with responding to 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.
- 5.2.11 Liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- 5.2.12 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 5.2.13 assist in the organisation of, storage of and 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).
- 5.2.14 Arrange for legal deeds to be executed (signed and sealed using the Council's common seal).
- 5.2.15 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.
- 5.2.16 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.17 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chairman or in their absence the Vice chairman of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.18 manage access to information about the Council via the publication scheme; and
- 5.2.19 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

5.2.20 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

6.0 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 6.1 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.
- 6.2 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.3 The Town Council may, before including a motion on the agenda received in accordance with standing order 6.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 6.4 If the Town Clerk considers the wording of the motion received in accordance with 6.2 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 seven clear days before the meeting.
- 6.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman 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.
- 6.6 The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.
- 6.7 The Town Clerk shall record in the summons for every meeting, all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.8 Motions rejected shall be recorded with an explanation by the Town Clerk of the reason for rejection.

7.0 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 7.1 Motions in respect of the following matters may be moved without written notice.
- 7.1.1 To appoint a person to preside at a meeting.
- 7.1.2 To approve the absences of Councillors.
- 7.1.3 To approve the accuracy of the minutes of the previous meeting.
- 7.1.4 To correct an inaccuracy in the draft minutes of the previous meeting.
- 7.1.5 To dispose of business, if any, remaining from the last meeting.

- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.
- 7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 7.1.26 To answer questions from Councillors.

7.1.27 To require a written report

7.1.28 To defer consideration of a motion;

7.1.29 To refer a motion to a particular committee or sub-committee

8.0 RULES OF DEBATE

8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.

8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

8.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

8.6 Any amendment to a motion shall be either:

8.6.1 to remove words;

8.6.2 to add words;

8.6.3 to remove words and add other words, it shall not negate the motion

8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- 8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate on the first amendment or at the very end of the debate on the final substantive motion and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chairman and his decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
 - 8.19.2 to proceed to the next business;
 - 8.19.3 to adjourn the debate;
 - 8.19.4 to put the motion to a vote;
 - 8.19.5 to ask a person to be silent or for him to leave the meeting;
 - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
 - 8.19.7 to exclude the public and press;
 - 8.19.8 to adjourn the meeting;
 - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or

waive his right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9.0 CODE OF CONDUCT AND DISPENSATIONS

9.1 All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council. (Policy No. 43)

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Unless they have been granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary (prejudicial) interest. He may return to the meeting after it has considered the matter in which they had the interest. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.

9.5 Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

9.6 A decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

9.7 A dispensation request shall confirm:

- (i) the description and the nature of the prejudicial 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

9.8 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, if having regard for all relevant circumstances, any of the following apply:-

9.8.1 without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or

- 9.8.2 without the dispensation the representation of different political groups on the meeting transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- 9.8.3 **granting the dispensation is in the interests of persons living in the authority's area; or**
- 9.8.4 **it is otherwise appropriate to grant a dispensation.**
- 9.9 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.
- 10.0 CODE OF CONDUCT COMPLAINTS**
- 10.1 On receipt of a notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Clerk shall report this to the council.
- 10.2 Where the notification in standing order 10.1 relates to a complaint made by the Clerk, the Clerk shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Clerk in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 10.4.
- 10.3 The Council may:
- (i) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter. .
- 10.4 **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- 11.0 QUESTIONS**
- 11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- 11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 11.3 Every question shall be put and answered without discussion.
- 12.0 DRAFT MINUTES**
- 12.1 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.
- 12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.

- 12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 12.5 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms of to the same effect:

“The Chairman 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.

13.0 DISORDERLY CONDUCT

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2 If, in the opinion of the Chairman, there has been a breach of Standing Order 13.1 above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person no longer be heard or be excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is ignored, the Chairman may take such further steps as may reasonably be necessary to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

14.0 RESCISSION OF PREVIOUS RESOLUTIONS

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

15.0 VOTING ON APPOINTMENTS

- 15.1 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. Any tie may be settled by the Chairman's casting vote.

- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.
- 15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.
- 15.4 Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.

16.0 EXPENDITURE

- 16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- 16.2 **The Council's Financial Regulations shall be reviewed once a year.**
- 16.3 **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 a committee, sub-committee or to an employee.**

17.0 RESOLUTIONS ON EXPENDITURE

- 17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

18.0 EXECUTION AND SEALING OF LEGAL DEEDS

- 18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors of the Council who shall sign the deed as witnesses.**

19.0 COMMITTEES AND SUB-COMMITTEES

- 19.1 The Council may at its Annual Statutory Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
 - 19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.
 - 19.1.2(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.**
 - 19.1.2(b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.** Such appointed members will have no voting rights.

19.1.2(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.**

19.1.3 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 19.1.2(b) and (c) appoint and determine the terms of office of members of such a committee

(v) may, subject to standing orders 19.1.2(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 five days before the meeting that they are unable to attend;

(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of a standing committee;

(vii) shall permit a committee other than a standing committee, to appoint its own chairman 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 or one third of its members;

(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:

19.1.4 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee;

19.1.5 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Statutory Meeting of the Council;

19.1.6 In the event of the ballot failing to determine the Chairman and Vice-chairman because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chairman's casting vote;

19.1.7 The Chairman of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out

the business to be considered at the special meeting and no other business shall be transacted at that meeting;

19.1.8 Each committee may appoint working groups or steering groups for purposes specified by the committee. Sub-committees will be appointed by Full Council;

19.1.9 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.

20.0 WORKING GROUPS AND STEERING GROUPS

20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.

20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.

20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.

20.4 Working and steering groups may consist wholly of persons who are not members of the Council.

21.0 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

21.1 **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**

21.2 **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two 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 two Councillors.**

21.3 The Chairman of a Committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time;

21.4 If the Chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or sub-committee), any two members of the committee (or sub-committee) may convene an extraordinary meeting of the committee (or sub-committee).

22.0 ACCOUNTS AND ACCOUNTING STATEMENTS

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

22.2 "Proper practices" in standing orders refer to the most recent version of the "Governance and Accountability for Local Councils – a Practitioner's Guide"

22.3 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

22.4 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 General Purposes Committee or Environment & Leisure Committee to summarise:

- (i) the Council's income and expenditure for that committee;
- (ii) the Council's aggregate income and expenditure for the year to date;
- (iii) the balances held at the end of that period being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends (these are reported at each committee meeting so more frequently than quarterly).

22.5 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 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.

22.6 The year-end statement of accounts shall be prepared in accordance with proper practices and apply the form of accounts determined by the council 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 the 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.

23.0 ESTIMATES AND PRECEPTS

23.1 **The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**

23.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the end of November each year.

23.3 The annual capital and revenue expenditures shall form the Council's budgets and the basis of financial control for the ensuing year.

24.0 INTERESTS

24.1 **If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**

24.2 **If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**

- 24.3 **The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.

25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.
- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however 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.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

26.0 INSPECTION OF DOCUMENTS

- 26.1 Subject to Standing Orders to the contrary or 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 or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

27.0 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;
 - 27.1.2 issue orders, instructions or directions

28.0 CONFIDENTIAL BUSINESS

- 28.1 **No member of the Council or of any committee, sub-committee, working or steering group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, sub-committee, working or steering group as the case may be.**

28.2 Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or steering group of the Council by the Council and reported to the Standards Committee.

29.0 GENERAL POWER OF COMPETENCE

29.1 Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-

29.1.1 the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the Council;

29.1.2 the Clerk to the Town Council holds an appropriate qualification;

and

29.1.3 the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.

30.0 HANDLING STAFF MATTERS

30.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.

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

30.3 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.

30.4 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.

30.5 Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.

30.6 Access and means of access by computer passwords to detailed personnel records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk and Assistant Town Clerk & Responsible Financial Officer. Access to the personnel files of direct reports only, shall be made available to the Estates & Facilities Manager and Hospitality Manager in addition to the Town Clerk and Assistant Town Clerk & RFO.

30.7 Subject to the Town Council's policy regarding absences from work, the Council's Assistant Town Clerk & Responsible Financial Officer shall notify the Chairman of

the Personnel Sub-Committee, or if they are not available, the Vice Chairman, of frequent or continued absence.

- 30.8 Subject to the Town Council's policy regarding the handling of grievance matters, the Assistant Town Clerk & Responsible Financial Officer shall contact the Chairman of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in accordance with the Town Council's policy.
- 30.9 Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter is raised by a member of the management team of Uckfield Town Council which relates to the Mayor or Deputy Mayor of the Town Council, this shall be communicated to the Chair of General Purposes Committee, which shall be reported back and progressed in accordance with existing HR policies.

31.0 RESPONSIBILITIES TO PROVIDE INFORMATION

- 31.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme (policy no. 54) and respond to requests for information held by the Council as per the Council's policy 'Handling Access to Information' requests (Policy No. 16)**
- 31.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)(England) Regulations 2015.**

32.0 RELATIONS WITH THE PRESS AND MEDIA

- 32.1 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. (Policy No 26)

33.0 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.
- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.

34.0 FINANCIAL CONTROLS AND PROCUREMENT

- 34.1 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:
- 34.1.1 the keeping of accounting records and systems of internal control;
 - 34.1.2 the assessment and management of financial risks faced by the Council;
 - 34.1.3 the work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
- 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures;
- 34.1.6 whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 34.1.7 financial regulations shall be reviewed regularly and at least annually for the fitness of purpose.
- 34.2 For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £3025,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.**
- ~~34.3 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in 34.0 (financial regulations) is subject to the 'light touch' arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement);~~
- 34.3 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 34.4 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation (requiring councils to use the Contracts Finder website and to publicise the award of contracts over £30,000 including VAT, regardless of whether they are advertised), regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 34.54 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) the invitation shall be advertised in the local newspaper and in any other manner that is appropriate;
 - (iv) tenders are to be submitted in writing in a sealed marked envelope addressed to the [Estates & Facilities Manager](#) [Town Clerk](#);

(v) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or other appropriate Officer in the presence of at least two Members of the Council; tenders shall be opened by the Estates & Facilities Manager in the presence of at least one councillor after the deadline for submission of tenders has passed;

(vi) The Town Clerk or other appropriate Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee. tenders are to be reported to and considered by the appropriate meeting of the council or committee, with delegated responsibility.

34.65 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

34.76 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

35.0 TRAINING

35.1 All Councillors appointed to the Council will attend appropriate training courses.

35.2 Chairmen shall be expected to undertake appropriate training courses.

36.0 URGENT BUSINESS

36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairman of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairmen of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

37.0 MANAGEMENT OF INFORMATION

37.1 See also standing order 31.0

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.

37.2 **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).**

37.3 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.

37.4 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

38.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

38.1 The Council may appoint a Data Protection Officer.

38.2 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

38.3 The Council shall have a written policy in place for responding to and managing a personal data breach.

38.4 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.

38.5 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.

38.6 The Council shall maintain a written record of its processing activities.

UCKFIELD TOWN COUNCIL



FINANCIAL REGULATIONS

Issue No.	Date Agreed	Details of amendments
1	11 October 2005	Reissued in new format
2		Draft 6 (13 th May 2008)
3	27 May 2008	General Purposes Minute No. GP.010.05.08
4	17 August 2009	General Purposes Minute No. GP.017.08.09
5	18 April 2011	General Purposes Minute No. GP.104.04.11 Full review undertaken
6	13 April 2015	GP.70.04.15 Review and Update
7	15 August 2016	Amendment in response to updated model financial regulations
8	5 November 2018	Amendment in line with revised Standing Orders – GP Committee
9	9 March 2020	Proposed amendments in line with changes to NALC's Model Financial Regulations in 2019
10	25 April 2022	GP41.04.22 Approval of amendments presented to GP Committee in line with NALC Model Regulations
11	15 May 2023	Annual review – Annual Statutory meeting of the Council
12	20 May 2024	Annual review – Annual Statutory meeting of the Council

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1.0 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. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts. The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of its 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 post of Responsible Financial Officer (RFO) is a statutory office under section 151 of the Local Government Act 1972 and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with all Acts, Regulations and 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. The RFO shall assist the council to secure economy, efficiency and effectiveness in the use of resources.
- 1.3 The RFO shall produce financial management information as required by the Council.
- ~~1.4 At least once a year, prior to approving the Annual Governance Statement, and annual accounts, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.~~
- 1.5 In these Financial Regulations:
- 'Accounts and Audit regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - 'Approve' refers to an online action, allowing an electronic transaction to take place.
 - 'Authorise' refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in the Practitioners Guide.
 - Practitioners Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- ~~the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in Local Councils – A Practitioners' Guide (England)' issued by the Joint Practitioners Advisory Group (JPAG), available~~

~~from the websites of NALC and SLCC.~~

- ~~1.6 In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the Regulations issued under the provisions of Section 27 the Audit Commission Act 1998, or any superseding legislation and then in force unless otherwise specified.~~
- 1.7 Section 150(5) of the Local Government Act 1972 which governed the stewardship of money held by local councils has been repealed. It required that 'every cheque or other order for the payment of money be signed by two members of the Council'. Although this requirement has been repealed it is felt that it still remains good practice and will be retained by the Council, for the relevant method of payment.
- 1.8 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.9 Members of the council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off expect with the approval of the RFO and that the approvals are shown in the accounting records, and measures to ensure that risk is properly managed.
- 1.13 **The council must not delegate any decision regarding:**
~~is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:~~
- setting the final budget or the precept (council tax requirement);
 - the outcome of a review of the effectiveness of its internal controls;
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence, and;
 - addressing recommendations in any report from the internal and external auditors, shall be a matter for General Purposes Committee/Full Council accordingly.
- 1.14 In addition, the council ~~must~~shall:

- determine and keep under regular review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;
- in respect of the annual salary for any employee have regard to the recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2.0 RISK MANAGEMENT AND INTERNAL CONTROL

2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Council is responsible for putting in place arrangements for the management of risk. The RFO or appropriate Officer 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 General Purposes Committee, for ratification by the Council at least annually.

2.32 When considering any new activity, the RFO or appropriate Officer shall prepare a draft risk assessment including risk management proposals for consideration ~~and adoption~~ by the General Purposes Committee.

2.44 At least once a year, prior to approving the Annual Governance Statement, and annual accounts, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

2.510 The council's accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy and fraud;
- allow the reconstitution of any lost records;
- identifying the duties of officers dealing with transactions and;
- ensure division of responsibilities, for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- ~~to prevent and detect inaccuracy and fraud;~~
- ~~identifying the duties of officers.~~

3.0 ACCOUNTING AND AUDIT

3.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 ~~4.11~~—The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to disclose its financial position with reasonable accuracy at any time.

Accounting records shall in particular contain:

- entries from day to day of all sums of money received and expended by the

council, and the matters to which the income and expenditure or receipts and payments account relate;
- a record of assets and liabilities of the council, and;
- wherever relevant, a record of the council's income and expenditure in relation to the claims made, or to be made, for any contribution, grant or subsidy.

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall be responsible for completing and certifying the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Governance and Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year. ~~and~~ Hhaving certified the accounting statements, the RFOs shall submit them to and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

3.3 Anti-Fraud and Corruption

3.3.1 In accordance with the Accounts and Audit Regulations the separation of duties of Officers dealing with financial transactions shall be carried out wherever practical, thus reducing the risk of fraud or suspicion of fraud.

3.3.2 Wherever possible arrangement shall be made to ensure that the same two Officers carry out no more than two of the following:-

(a) The ordering of works, goods or services.

(b) The acknowledgement of their receipt,

and

(c) The examination and certification of invoices and accounts.

3.3.3 Wherever possible, Officers responsible for the examination and checking of records of cash transactions shall not be engaged in any of these transactions.

3.4 Audit

3.4.1 The RFO shall complete the Annual Accounts of the Council and shall submit the accounts for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

3.4.2 **The council-RFO must shall ensure that there is an adequate and effective system of internal audit of its the Council's accounting records and internal control system, financial and other operations in accordance with proper practices.**

3.4.3 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, as directed by the council, supply the RFO, Internal Auditor or External Auditor with such information and explanation as the council considers necessary for that purpose.

3.4.43 The Internal Auditor shall be appointed by the council and shall carry out the work required by the Council to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners Guide. ~~in accordance with proper practices.~~

3.4.5 The council shall ensure that the Internal Auditor: ~~;- who~~
~~-~~ shall be competent and independent of the operations of the Council,
~~-~~ shall report to the General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during ~~in respect of~~ each financial year: ~~;-~~
~~In order to-~~ demonstrate competence, objectivity and independence, the Internal Auditor shall be free from any conflicts of interest, including those arising from family relationships, and;
~~-~~ have no involvement in the ~~financial decision making,~~ management or control of the Council.

3.4.6 Internal or external auditors may not under any circumstances:
- perform any operational duties;
- initiate or approve accounting transactions, ~~or;~~
- provide financial, legal, or other advice including in relation to any future transactions'; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

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

3.4.84 The RFO shall make arrangements for the exercise of electors' rights in relation to accounts including the opportunity for inspection of the accounts, books, and vouchers, and associated documents for the display or publication of any notices and statements of account required by the relevant Acts and Regulations.

3.4.95 The RFO shall, as soon as practicable, bring to the attention of all Members any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

~~3.4.6~~ ~~Internal or external auditors may not under any circumstances:~~
~~- perform any operational duties; initiate or approve accounting transactions, or;~~
~~- direct the activities of any council employee, except to the extent that~~

~~such employees have been appropriately assigned to assist the internal auditor~~

3.5 Members' Audit

On a monthly basis one Member of the Council will carry out an audit in accordance with the Members' Audit Policy No. 63 and will report their findings to the next meeting of the General Purposes Committee. This audit incorporates spot checks of supplier invoices, customer invoices, timesheets, and bank reconciliation and verification to nominal code, as well as the petty cash for both Uckfield Town Council and Luxfords Restaurant.

- 3.6 At least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by General Purposes Committee when they review the member audits. the Council. This can form part of the existing member audit procedures.

4.0 BUDGET AND PRECEPT

- 4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by General Purposes Committee at least annually in the autumn, for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee.
- 4.3 Each committee shall formulate and submit draft annual budget proposals to the Council in respect of revenue and capital expenditure for the following financial year, not later than the end of ~~December~~January each year.
- 4.4 Detailed estimates of income and expenditure on revenue services and receipts and payments on capital accounts shall be prepared as part of this, taking account of the lifespan of assets and cost implications of repair or replacement in any forecasts.
- 4.5 The draft budget (with committee proposals and forecast), including the recommendations for the use and accumulation of reserves, shall be considered by the Finance Sub-Committee for recommendation to the Council. Including recommendations for the use of reserves, sources of funding and update the forecast accordingly.
- 4.43 Having considered the proposed budget and forecast, tThe Council shall review the estimates not later than the end of January each year and shall ~~fix~~ determine the ~~precept council tax requirement to be levied for the ensuing financial year~~by setting a budget. The council shall set a precept for this

amount no later than the middle of January.

4.5 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.6 The RFO shall issue the precept to the billing authority no later than the end of February, and supply each Member with a copy of the agreed budget.

4.74 The annual capital and revenue expenditure shall form the Council's budgets and the basis of financial control (monitoring progress and comparing actual spending and income against what was planned) for the ensuing year.

4.85 In considering its annual estimates the Council shall have regard to its current five year Strategic Plan, and Annual Plan.

4.9 Any withdrawal from, any earmarked reserve shall be agreed by the council or General Purposes Committee, -or Environment & Leisure Committee. Any re-allocation of existing earmarked reserves, must be agreed by the council.

53.0 BUDGETARY CONTROL

53.1 Expenditure on revenue items may be authorised up to the amounts included in the approved budget, and detailed in the regulations.

53.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that item of expenditure, unless first approved by the General Purposes Committee or the Urgent Consultation Panel. Unspent provisions in the revenue budget shall not be carried forward to a new financial year, unless moved to other budget headings or placed in an earmarked reserve by resolution of the General Purposes Committee.

53.3 The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [15%?] of the budget.

53.4 The Town Clerk, Assistant Town Clerk & RFO and Estates & Facilities Manager may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, Health and Safety 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 £5,000. The Clerk shall report the action to the appropriate committee as soon as possible thereafter.

53.5 Where expenditure is incurred in accordance with Regulation 3.4 above such sums shall be approved by the General Purposes Committee at the next available meeting.

~~53.6~~ No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure, unless the relevant committee is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman.

~~53.7~~ All capital works relating to contracts shall be administered in accordance with the Council's Standing Orders and these Financial Regulations and contracts may not be disaggregated to avoid controls imposed by these regulations/

~~3.8~~ Changes in earmarked reserves shall be approved by the relevant committee as part of the budgetary control process.

~~3.9~~ The salary budgets are to be reviewed at least annually for the following financial year (as part of the budget setting process) and such review shall be evidenced by a hard copy schedule signed by the Clerk and Chair. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

65.0 CONTRACTS/PROCUREMENT

~~6.1~~ All Members of the Council and Officers are responsible for obtaining value for money at all times. An Officer procuring goods, services or works should 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

~~6.2~~ 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 legal power being used shall be reported to the meeting at which the order is authorised so that the minutes can record the power being used.

~~65.34~~ Every contract, whether made by the Council or by a committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations and no exception from any of the following provisions of these Regulations shall be made other than in an emergency.

~~6.4~~ For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the legislation") must be followed in respect of the tendering, award and notification of that contract.

~~6.5~~ Where the estimated value is below the Government threshold, the council shall (with the exception of the items listed below in paragraph 5.12) obtain prices as

follows:

6.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.

6.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation (requiring councils to use the Contracts Finder website and to publicise the award of contracts over £30,000 including VAT, regardless of whether they are advertised), regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

6.8 For any proposed contract for the supply of goods, materials, services and the execution of works or specialist services with an estimated value between £10,000 but not exceeding £25,000/30,000, the Town Clerk or RFO shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.

6.9 For expenditure Where the value is of £10,000 or less in value, the Town Clerk or a duly approved Officer shall have authorisation to obtain such goods or services from an appropriate firm, but try and obtain three estimates to evidence online prices or recent prices from regular suppliers-

6.10 For smaller purchases, the Clerk shall seek to achieve value for money.

6.11 Contracts must not be split into smaller lots to avoid compliance with these rules.

6.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that provided that these Regulations shall not apply to the 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 legal professionals acting in disputes (solicitors, accountants, surveyors and planning consultants or other services) identifies to be of a specialist nature by the Town Clerk, RFO or Estates & Facilities Manager;
- (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 an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after~~

~~consultation with the Chair and Vice Chair of council), and;~~

- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed prices

~~65.138~~ When applications are made to waive financial regulations relating to contracts to enable tenders to be negotiated without competition, the reason shall be embodied in a recommendation to the General Purposes Committee.
Avoidance of competition is not a valid reason.

~~65.149~~ Neither the Council, nor any committee is bound to accept the lowest or any tender, quote or estimate

6.15 Only the Town Clerk, RFO, Estates & Facilities Manager or Hospitality Manager, may initiate orders which shall be endorsed by a second Officer. No individual member or group of members may issue an official order or make any contract on behalf of the council.

6.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or duly delegated committee acting within its Terms of Reference, except in an emergency.

6.17 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £5,000, excluding VAT on repair, replacement or other work, that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Urgent Consultation Panel, as soon as practicable thereafter.

6.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council or relevant committee is satisfied that the necessary funds are available and that where a loan is require, Government borrowing approval has been obtained first.

6.19 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, e.g. petty cash purchases. Where an order number is given verbally, a written order must be raised. Copies of all orders issued shall be retained.

6.20 Goods and services received shall be checked against the relevant copy of the purchase order. Access to the ordering programme shall be controlled by the RFO.

~~65.213~~ Invitations to tender shall state the period and the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In addition, the invitation shall state that tenders must be addressed to the Town Clerk and the last date by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to

be sealed and remain sealed until the prescribed date for opening tenders for that contract.

65.224 All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or other appropriate Officer in the presence of at least two Members of the Council.

65.235 The Town Clerk or other appropriate Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.

65.246 If fewer than three tenders are received for contracts valued above £50,000 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.

65.257 Any invitation to tender issued under this Regulation shall contain a statement of the effect of Standing Orders Nos: 25.1. 25.2 and 25.3.

65.26 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, that the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was undertaken.

76.0 **BANKING ARRANGEMENTS, BAGS AND ELECTRONIC BANKING AND PAYMENTS**

76.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for efficiency. The council has resolved to bank with NatWest. The arrangements shall be reviewed annually for security and efficiency.

7.2 The council will make safe and efficient arrangements for the making of its payments to safeguard against the possibility of fraud or error.

7.3 All invoices for payment shall be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified and certified by the Officer issuing the order. Before certifying an invoice, the Officer shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

7.4 Duly certified invoices shall be examined in relation to arithmetical accuracy and authorisation, and shall be coded to the appropriate expenditure head. The RFO or appropriate Officer shall take all possible steps to settle all invoices or statements submitted, and which are in order, within 30 days of their receipt, or

earlier, or in such manner, (e.g. standing order, direct debit etc), if such payment results in benefit to the Council, subject to any initial instruction forms or letters being signed by two Members of the Council.

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

76.63 With the exception of the arrangements set out in Regulation 6.1, all certified invoices and payments shall be paid by BACs, drawn on the Council's accounts and all BACs payments shall be signed by two members of the Council. A schedule of payments, listed by committee heading, and signed by the same two Members of the Council, shall be provided and presented at the next meeting of the committee. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

7.77.2 Following authorisation under Financial Regulation 5, the council, a duly delegated committee or the Clerk or RFO shall give instruction that a payment shall be made.

7.87.3 Apart from petty cash, payments shall be effected by BACs or other order drawn on the Council's bankers.

7.97.6 All duly certified invoices will then be entered on the schedule of payments made and presented to the next meeting of the appropriate committee in accordance with Regulation 5.3.

76.102 All monies received by the Council, including Luxford's takings, shall be banked daily and a full record made on the reverse of the paying-in slip. From 8 March 2023, the local branch to Uckfield Town Council closed down, which has required new paying-in procedures to be followed. The paying-in and withdrawal of funds is now processed through the Post Office. A limit is set at £1k per day for paying-in cash to the Post Office. The Town Clerk and Assistant Town Clerk were issued with debit cards by the bank for withdrawing funds from the Clerk account, in addition to 'change giving' cards to authorise the withdrawal of monies for petty cash purposes only.

76.114 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have disclosable prejudicial interest or other interest, unless a dispensation has been granted.

76.125 The council will aim to rotate the duties of member in these Regulations so that onerous duties are shared out as evenly as possible over time.

8.0 PAYMENT CARDS

8.1 Corporate credit card accounts must be set up to operate within defined limits and be specifically restricted to use by the Town Clerk, RFO and Estates & Facilities Manager. The credit card will be subject to automatic payment by direct debit in full from the main bank account each month Personal credit or debit cards of members or staff shall not be used under any circumstances.

9.0 PETTY CASH

97.17 The RFO or other appropriate Officer may authorise petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers, relevant receipts or other supporting documentary evidence for payments made shall be forwarded to the RFO with a claim for reimbursement.

- (a) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by the Council.
- (b) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by Luxfords Restaurant.
- (c) Re-imburement for sums over £50 from any petty cash float shall only be made by cheque.
- (d) Income received must not be paid into the petty cash float but must be separately banked as provided in Regulation 9.
- (e) Management of petty cash will be in accordance with internal audit procedures.

10.0 ELECTRONIC PAYMENTS

107.14 If thought appropriate by the council, payment for certain items may be made by BACs or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the council as made. The approval of the use of BACs or CHAPS shall be renewed by resolution of the council at least every two years.

107.42 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

107.43 Where a computer requires use of a PIN number or other passwords, for access to the council's records on that computer, a note shall be made of the PIN and passwords, and shall be handed to and retained by the Chair of the Council in a sealed dated envelope. This envelope may not be opened, other than in the presence of two other councillors. After the envelope has been

opened, in any circumstances, the PIN/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

107.44 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or duly delegated committee.

107.45 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer and preferably off site.

107.46 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

107.47 Where internet banking arrangements are made with any bank, the RFO shall be appointed as Service Administrator, alongside the Town Clerk. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be presented to two authorised signatories.

10.8 In the prolonged absence of the Service Administrator, the Clerk shall set up any payments due before the return of the Service Administrator.

10.9 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. Evidence shall then be retained showing which members approved the payment online.

10.10 A full list of all the payments made will then be presented to the next relevant standing committee.

107.411 Access to any internet banking accounts will be directly to the access page, and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.

107.12 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two signatories (Town

Clerk/RFO or authorised member signatory). This is a potential area for fraud and the individuals involved should ensure that any change is genuine. A programme of regular checks of standing data with suppliers will be followed.

10.13 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by ~ variable direct debit provided that the instructions are signed by two members and any payments are reported to the relevant committee. The approval of the use of a variable direct debit shall be renewed by resolution by the relevant committee at least every two years.

10.14 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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

117.0 PAYMENT OF SALARIES AND WAGES

117.1 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 the Council.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

117.32 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions 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 the next available council meeting, as set out in these regulations above.

117.43 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of General Purposes Committee.

117.54 All time sheets where applicable shall be in a form prescribed by the RFO and certified as to their accuracy by the member of staff and countersigned by the appropriate manager.

117.65 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise), other than:
(a) by any councillor who can demonstrate a need to know;
(b) by the internal auditor;
(c) by the external auditor;
(d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

117.76 Appropriate Officers shall notify the RFO as soon as possible of all matters affecting the payment of salaries and wages and in particular:-

- Appointments, resignations, retirements, dismissals, suspensions, secondments and all other staff movements.
- Absences from duty for sickness or other reasons.
- Information necessary to maintain records of service for superannuation, income tax and national insurance.
- Changes in remuneration, allowances or working times.

117.87 The RFO and the Town Clerk are authorised to make payments of salaries and wages through 'Bankline' subject to such initial permission being signed by two Members of the Council. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

117.98 In the event of emergencies where no two authorised Officers are available to make such payments, the RFO or Town Clerk shall request two Members of the Council to be present.

117.10 The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This forms part of the annual budget setting process.

117.11 An effective system of personal performance management should be maintained for the senior officers.

117.12 Termination payments shall only be authorised by General Purposes Committee and before employing interim staff, General Purposes Committee must consider a full business case.

128.0 LOANS AND INVESTMENTS

128.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with any appropriate Council Policy. Changes to loans and investments should be reported to the General Purposes Committee at the earliest opportunity.

128.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by General Purposes Committee. In each case a report in writing shall be provided, in respect of value for money for the proposed transaction.

128.3 The Council's Investment Policy (No. 45) in accordance with Statutory Guidance on Local Government Investments, shall be written in accordance with relevant regulations, proper practices and guidance and shall be reviewed by the council at least annually. Prior to the receipt of the precept instalment every six months, the Finance Sub-committee may if required, provide information to the General Purposes Committee on the possible investment of these funds.

128.4 All investments of money under the control of the Council shall be in the name of the Council.

128.5 All borrowings shall be affected 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 and subsequent arrangements for the loan shall only be approved by full council. The terms and conditions of borrowings shall be reviewed at least annually.

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

128.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with ~~Regulation 5 (Banking arrangements) and Regulation 6 (payment of accounts)~~ these regulations.

139.0 INCOME

139.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of the RFO.

139.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.

139.3 Appropriate committees will review their fees and charges annually following a report by the RFO or other appropriate Officer.

139.4 All accounts due will be collected in accordance with these Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the General Purposes Committee:-

Overdue accounts and bad debts shall be treated in the following manner:-

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
- (ii) Any bad debts that cannot be recovered shall be referred to the General Purposes Committee for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.

139.5 All sums received on behalf of the Council shall either be submitted to the RFO for banking or to the appropriate Officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers in accordance with Regulation 5.2 or in such manner as subsequently directed by the Council's Internal Auditor.

139.6 A reference to the related invoice, or otherwise, indicating the origin of each receipt, shall be entered on the paying-in slip.

139.7. All sums received by BACS will be made available for scrutiny for subsequent audits.

139.8 Every transfer of official money from one member of staff to another shall be checked and signed for by the receiving Officer.

139.9 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.

139.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the General Purposes Committee 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.

139.11 Personal cheques shall not be cashed out of money held on behalf of the Council.

142.0 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

~~142.1 Payments on account of the contract sum shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates issued by the architect or other consultants engaged to supervise the contract~~

~~and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract).~~

~~142.12~~ Where contracts provide for payments by instalments, the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates issued by the architect or other consultants engaged to supervise the contract and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract). ~~—In any case when it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum by five per cent or more, a report shall be submitted to the Council or relevant committee.~~

~~142.23~~ Any variation to a contract, or addition to, or omission from a contract must be ~~approved~~ authorised by the Town Clerk to the contractor in writing. The Council or appropriate committee should be informed where the final cost is likely to exceed the ~~financial provision~~ contract sum by 5% or more, or likely to exceed the budget available.

153.0 STOCKS, STORES AND EQUIPMENT

~~153.1~~ The Officer in charge of each section shall be responsible for the care and security of all relevant buildings, furniture, equipment, cash, stocks and stores in that section.

~~153.2~~ Appropriate Officers shall ensure that all conditions of insurance are complied with in respect of cash, valuables and property.

~~153.3~~ Delivery notes or invoices must be obtained in respect of all goods received, and goods must be checked as to quantity and quality against the purchase orders at the time delivery is made.

~~153.4~~ Stocks and stores shall generally be maintained at the minimum levels consistent with operational requirements.

~~153.5~~ The RFO or appropriate Officer shall be responsible for periodic checks of stocks and stores at least annually.

164.0 ASSETS, PROPERTIES AND ESTATES

~~164.1~~ The Town Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties owned by the Council.

~~16.2~~ -The Estates & Facilities Manager and RFO shall ensure an appropriate and accurate Register of Assets and Investments is kept up to date, with a record is maintained of all ~~assets-properties held owned~~ by the Council, recording the location, extent, plan, reference, purchase details, (where possible), nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the current Accounts and Audit Regulations.

~~164.32~~ ~~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 on the register shall be verified at least annually with a safety inspection of assets.

~~164.43~~ No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consent required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

~~164.54~~ No property (interests in land) shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the ~~full~~ council, together with any consents required by law, except where the estimated value of any one item does not exceed £500. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~14.5~~ ~~No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £500.~~

~~14.6~~ ~~Subject only to the limit set in Regulation 14.5 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.~~

175.0 INSURANCE

~~175.1~~ Following the annual risk assessment (Financial Regulations 16.1 and 16.2), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.

~~175.2~~ The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance requirements.

~~17.3~~ The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report to the appropriate committee at the next available meeting.

~~175.43~~ The appropriate Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.

~~15.4~~ ~~The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance~~

~~requirements.~~

~~175.5~~ All appropriate members and employees of the Council shall be included in suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated relevant committee.

187.0 SECURITY AND MANAGEMENT OF INFORMATION

~~187.1~~ Records of a financial nature shall be retained in accordance with a schedule of minimum periods to comply with tax and insurance requirements or other instructions or advice received from the appropriate authorities. Regardless of the above all records must be retained, as a minimum, until after the completion of each year's external audit.

~~187.2~~ The Council will comply with the Freedom of Information Act and any other appropriate Council policy or other applicable legislation that may be introduced or amended from time to time.

198.0 REVISION OF FINANCIAL REGULATIONS

~~198.1~~ It shall be the duty of the General Purposes Committee to review these Financial Regulations from time to time and following any change of Clerk or RFO. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the General Purposes Committee of any requirement for a consequential amendment to them.

~~198.2~~ The council, may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council. Suspension does not disapply any legislation or permit the council to act unlawfully.

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

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [34.5] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Annual Statutory meeting of the Full Council

Monday 20 May 2024

Agenda item 15.0

ANNUAL REVIEW OF THE TOWN COUNCIL'S CODE OF CONDUCT POLICY, AND CIVILITY AND RESPECT PLEDGE

1.0 Summary

- 1.1 The Annual Statutory meeting of the Council requires the council to review key policies including the Town Council's Code of Conduct Policy. A copy is attached in appendix A.
- 1.2 We would also like to remind all members that the Town Council signed up to the Civility and Respect Pledge on 5 September 2022.
- 1.3 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and county associations across the country worked together to initiate a programme of work which sought to address bullying and harassment in the sector of parish and town councils. This project was named the "Civility and Respect Project" and related to councillors, council staff and clerks.
- 1.4 Unfortunately this sector experiences a number of problems and although it is always the minority that ruins it for others, it can have a serious detrimental impact on the well-being of those involved, and also develop issues in the running of the council and thus a wider impact on the community.
- 1.5 Uckfield Town Council signed up to this pledge, alongside many other parish and town councils to demonstrate their commitment to change behaviour and drive positive change.

2.0 The Pledge

- 2.1 *"By signing the Pledge, the Town Council would be agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:*
 - *Has put in place a training programme for councillors and staff;*
 - *Has signed up to the Code of Conduct for councillors;*
 - *Has good governance arrangements in place including staff contracts and a dignity at work policy;*
 - *Will seek professional help at the early stages should civility and respect issues arise;*
 - *Will commit to calling out bullying and harassment if and when it happens;*
 - *Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**;*
 - *Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate"*

- 2.2 Uckfield Town Council resolved to sign up to the pledge on 5 September 2022, and will continue to work to this pledge:

13.0 TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

Members were provided with a report which explained that a programme of work had been created which sought to address bullying and harassment in the sector of parish and town councils. This had been formed into the Civility and Respect Pledge. By signing the pledge, the Council would be agreeing that the council would treat councillors, clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles.

FC.50.09.22 Members RESOLVED to

(i) agree to support and sign up to the Civility and Respect Pledge as a mark of holding the Town Council to high standards of behaviour;

(ii) agree for the Town Clerk to review the Code of Conduct Policy in line with local best practice as well as the Local Government Association Code of Conduct for Members, and;

(iii) agree for council staff to undertake a review of the Town Council's HR policies through the autumn/winter months in line with ACAS, NALC and Sage HR advice and consider the introduction of a Dignity at Work Policy.

3.0 Recommendations

3.1 Members are asked to:

- (i) confirm and approve the Town Council's Code of Conduct Policy, and;
- (ii) support the Town Council's commitment to the Civility and Respect Pledge as a mark of holding the Town Council to high standards of expected behaviour.

UCKFIELD TOWN COUNCIL



CODE OF CONDUCT POLICY

Policy Number 43		
Issue No.	Date completed	Details of amendments
1	May 2007	FC.011.05.07
2.	28.04.08	FC.092.04.08
3.	09.07.12	FC.25.07.12 – Complete revision of the Code
4.	13.01.14	FC.70.01.14 - Revisions as suggested by WDC
5.	03.10.15	GP – for noting following review of Standing Orders at Full Council.
6.	15.05.23	FC.22.05.23 - Annual Statutory meeting of the Council
<u>7.</u>	<u>20.05.24</u>	<u>Annual review at Annual Statutory meeting</u>

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CODE OF CONDUCT FOR MEMBERS

As a Member or co-opted Member of Uckfield Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Council.

The Seven Principles of Public Life

1. Selflessness
Holders of public office should act solely in terms of the public interest.
2. Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty
Holders of public office should be truthful.
7. Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

On their election or co-option to Uckfield Town Council, Members are required to sign an undertaking to comply with the Council's Code of Conduct.

This Code of Conduct, adopted by the Council on the 13th January 2014 is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require Members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

PART 1 – GENERAL PROVISIONS

Introduction and interpretation

1. (1) This Code applies to **you** as a member of the Council when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Council's Proper Officer, the authority's Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Council's Proper Officer or the authority's Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the Council's Proper Officer or the authority's Monitoring Officer.
- (5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the Monitoring Officer and District Council's Standards Committee under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the Monitoring Officer and Standards Committee have the right to have regard to this failure in deciding -
 - (a) whether to take action in relation to you; and
 - (b) what action to take.
- (6) In this Code —

“Authority” means Wealden District Council.

“Code” means this Code of Conduct.

“Co-opted Member” means a person who is not a member of the Council but who -

 - (a) is a member of any committee, sub-committee, working group or steering group of the Council, or

- (b) is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee, sub-committee working group or steering group.

"Council" means Uckfield Town Council.

"Meeting" means any meeting of —

- (a) the Council;
- (b) any of the Council's committees, sub-committees, working groups or steering groups.

"Member" includes a co-opted Member.

"Monitoring Officer" for the authority means the Monitoring Officer who is the Monitoring Officer for Wealden District Council and all Parish and Town Councils in the District Council area.

"Register of Members' Interests" means the Council's Register of Members' Pecuniary and other Interests established and maintained by the authority's Monitoring Officer under section 29 of the Localism Act 2011.

Scope

2. (1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you -
- (a) conduct the business of your Council (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your Council,
- and references to your official capacity are construed accordingly.
- (2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of your Council –
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your Council's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. (1) You must treat others with respect
- (2) You must not -
 - (a) do anything which may cause your Council to breach any of its equality duties (in particular as set out in the Equality Act 2010);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be -
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Council's Code of Conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Council.
4. You must not -
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is -
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the Council;
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Council into disrepute.

6. You -

- (a) must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) must, when using or authorising the use by others of the resources of your Council -
 - (i) act in accordance with your Council's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by -

- (a) your Council's Proper Officer; or
- (b) your Council's Responsible Finance Officer,

where that officer is acting pursuant to his or her statutory duties.

- (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your Council.

PART 2 – INTERESTS

Personal interests

- 8. (1)** The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.
- (2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests -
- (a) the authority may deal with the matter as mentioned in paragraph 1(5) and
 - (b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).
- (3) You have a personal interest in any business of your Council where either -
- (a) it relates to or is likely to affect -

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Council;
 - (ii) any body -
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),of which you are a member or in a position of general control or management;
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of Councils with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
- (4) In sub-paragraph (3)(b), a relevant person is -
- (a) a member of your family or a close associate; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).
- (5) Subject to sub-paragraph (6), you have a personal interest which is also a disclosable pecuniary interest as defined by Section 30 of the Localism Act 2011 in any business of your Council where:
- (i) you or
 - (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) have any interest within the following descriptions:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Council -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant Council for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) –</p> <p>(a) the landlord is the relevant Council; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>

Interest	Description
Securities	<p>Any beneficial interest in securities of a body where –</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant Council; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class</p>

- (6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

8. (1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your Council and you attend a meeting of your Council at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) If the personal interest is entered on the Council's register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.
- (3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your Council's register of Members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

Prejudicial interest generally

9. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your Council you also have a prejudicial interest in that business where either -

- (a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or
 - (b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the Council where that business -
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your Council in respect of -
 - (i) housing, where you are a tenant of your Council provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to Members;
 - (v) any ceremonial honour given to Members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Effect of prejudicial interests on participation

- 10.** (1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your Council -
- (a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held -
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your Council's Proper Officer or the authority's Monitoring Officer;

- (b) you must not exercise executive functions in relation to that matter; and
 - (c) you must not seek improperly to influence a decision about that matter.
- (2) Where you have a prejudicial interest in any business of your Council which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your Council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

PART 3 – REGISTRATION OF INTERESTS

Registration of Members' interests

11. (1) Subject to paragraph 12, you must, within 28 days of -

- (a) this Code being adopted by the Council; or
- (b) your election or appointment to office (where that is later), register in the register of Members' interests details of -
 - (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
 - (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your Council's Proper Officer.

- (2) Subject to paragraph 12, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your Council's Proper Officer.

Sensitive information

- 12.** (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's Monitoring Officer agrees, the Monitoring Officer shall not include details of the interest on any copies of the register of Members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's Monitoring Officer asking that the information be included in the register of Members' interests.
- (3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

- 15** (1) The District Council's Standards Committee, Monitoring Officer or the Council's Proper Officer may, on a written request made by a Member, grant a dispensation relieving the Member from either or both of the restrictions in paragraph 10(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the District Council's Standards Committee, Monitoring Officer or the Council's Proper Officer -
- (a) considers that without the dispensation the number of persons prohibited by paragraph 10 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - (c) considers that granting the dispensation is in the interests of persons living in the Council's area,
 - (d) considers that it is otherwise appropriate to grant a dispensation.
- (2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (3) Paragraph 10 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda item 17.0

TO NOTE MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

1.0 Summary

- 1.1 In line with the Town Council's standing orders, this report presents an annual review of the Town Council's membership and subscriptions to other bodies, and associated fees.
- 1.2 Many of the subscriptions will have already commenced for the financial period April 2024 to March 2025, but it enables members to have full view of the Town Council's subscriptions and memberships, and advise the Clerk and RFO, if they wish to make any changes at the point of renewal.

2.0 Annual memberships and subscriptions

2.1

NAME OF COMPANY	PERIOD OF SUBSCRIPTION	ASSOCIATED COST
Advisory bodies on legislation, guidance, best practice, training and conferences		
East Sussex Association of Local Councils (ESALC)	April 2024 – March 2025	£1,487.50 Paid
WDALC (Wealden District Association of Local Councils)	April 2024 – March 2025	Paid £76 in 2023
SLCC Enterprise (Society of Local Council Clerks)	June 2024 – May 2025	Paid £416 in 2023
NALC (National Association of Local Councils) (we're regarded as a super council!)	April 2024 – March 2025	£954.79 Paid
LGA (Local Government Association)	April 2024 – March 2025	£580.00 Paid
Specialist memberships		
Institute of Cemetery and Crematorium Management (ICCM)	April 2024 – March 2025	£100.00 Paid
Aboricultural Association	Can take out as and when required.	Foundation is £75 per year. Associate is £162 per year https://www.trees.org.uk/Membership/Membership-Pricing
National Allotment Society	June 2024 – May 2025	Paid £55.00 in 2023.
Other		
Parish Online (mapping software used for Neighbourhood Plan mapping)	April 2024 – March 2025	£500.00 Paid
Clerks and Councils Direct (Local Councils Clerks Magazine and online library service)	April 2024 – March 2025	Paid £110 in 2023. Magazine may cease, so will just subscribe to online library service which will be reduced price.
Uckfield Chamber of Commerce (membership for Civic Centre as a local business)	April 2024 – March 2025	£120.00 Paid
Rural Services Partnership (Rural Market Town Group Membership)	April 2024 – March 2025	£137.00 Paid

3.0 Recommendations

- 3.1 Members are asked to note the subscriptions and memberships obtained by the Town Council.

UCKFIELD TOWN COUNCIL
DRAFT
CALENDAR OF MEETINGS MAY 2024 - MAY 2025

<p>May-24</p> <p>13 Plans</p> <p>20 Full Council (Annual Stat)</p> <p>28 Environment & Leisure (Tues)</p>	<p>Nov-24</p> <p>4 General Purposes</p> <p>18 Plans</p> <p>25 Environment & Leisure</p>
<p>Jun-24</p> <p>3 Plans</p> <p>10 General Purposes</p> <p>24 Plans</p> <p>26 Full Council (Accounts) (Wed)</p>	<p>Dec-24</p> <p>2 Full Council (Draft Budget)</p> <p>9 Plans</p> <p>16 General Purposes if required</p>
<p>Jul-24</p> <p>8 Environment & Leisure</p> <p>15 Plans</p> <p>22 General Purposes</p> <p>29 Full Council</p>	<p>Jan-25</p> <p>6 Plans</p> <p>13 Full Council (Budget/Precept)</p> <p>20 Environment & Leisure</p> <p>27 Plans</p>
<p>Aug-24</p> <p>5 Plans</p> <p>27 Plans (Tues)</p>	<p>Feb-25</p> <p>3 General Purposes</p> <p>17 Plans</p> <p>26 Finance Sub- Committee (Wed)</p>
<p>Sep-24</p> <p>2 Environment & Leisure</p> <p>9 Full Council</p> <p>16 Plans</p> <p>18 Allotment Conference (Wed)</p> <p>23 General Purposes</p>	<p>Mar-25</p> <p>3 Environment & Leisure</p> <p>10 Plans</p> <p>17 General Purposes</p> <p>19 Annual Town (Wed)</p> <p>31 Plans</p>
<p>Oct-24</p> <p>7 Plans</p> <p>14 Environment & Leisure</p> <p>21 Full Council</p> <p>28 Plans</p>	<p>Apr-25</p> <p>7 Full Council</p> <p>14 Environment & Leisure</p> <p>22 Plans (Tues)</p> <p>28 General Purposes</p>
	<p>May-25</p> <p>12 Plans</p> <p>19 Full Council (Annual Stat)</p>

Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda item 19.0

TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2025

1.0 Summary

1.1 This report sets out the rota for member audits for the coming municipal year.

2.0 Background

2.1 In order to obtain all the relevant background information relating to the completion of the monthly audit, Members are asked to refer to the 'Members' Audit Policy No. 63' which states:

2.1.1 At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.

2.1.2 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

2.2 The following members undertook an audit in 2023/24. These have been completed on schedule. March and April 2024 are in the process of being undertaken, and have therefore been added to the schedule for the new municipal year. Thank you to those members who undertook these audits.

Month 2023/24	Councillor
February	Cllr. B. Cox
March	Cllr. A. Smith
April	Cllr. D. Manvell
May	Cllr. P. Selby
June	Cllr. M. McClafferty
July	Cllr. V. Frost
August	Cllr. J. Love
September	Cllr. J. Love
October	Cllr. C. Macve
November	Cllr. S. Mayhew
December	Cllr. D. French
January	Cllr. B. Reed
February	Cllr. P. Ullmann

2.3 The Town Clerk reminds councillors at the beginning of each month to make contact with the office to arrange a time to carry out these audits. The audit does not have to be a long process. For those members in full time employment it could even be carried out prior to a committee meeting one evening with the Assistant

Town Clerk or Town Clerk. It must be stressed that the process should be adhered to and procedures maintained, as these audits continue to ensure independent checks of our accounting and ensure any minor corrections are identified early on.

- 2.4 A new schedule has been prepared for 2024/25. Members are asked to place a note in their diary to make contact with the Town Clerk or Assistant Town Clerk to make the necessary arrangements. Audits are undertaken after the full month has ended. For example, the audit for the month of May 2024 can usually be undertaken from July once all of the bank reconciliations have been processed.

Month 2024/25	Councillor
March	Cllr. D. Ward
April	Cllr. K. Bedwell
May	Cllr. D. Bennett
June	Cllr. B. Cox
July	Cllr. A. Smith
August	Cllr. D. Manvell
September	Cllr. P. Selby
October	Cllr. M. McClafferty
November	Cllr. V. Frost
December	Cllr. J. Love
January	Cllr. C. Macve
February	Cllr. S. Mayhew
March	Cllr. D. French

3.0 Recommendations

- 3.1 Members are asked to:
- (i) complete the final audit for 2023/24, and;
 - (ii) approve the proposed schedule of member audits for the financial year of 2024/25.

Background Papers: Members' Audit Policy No. 63

Contact Officer: Sarah D'Alessio/Holly Goring

Annual Meeting of the Council

Monday 20 May 2024

Agenda Item 21.0 (i)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD EVENTS WORKING GROUP

The working group met on Thursday 9 May to confirm the finer details of the Beacon lighting event scheduled for the evening of Thursday 6 June, and to firm up the music line up for the Weald on the Field event booked for Saturday 10 August 2024. The working group will be meeting again on 22 May 2024, to plan the final logistics for the event.

Uckfield Beacon Lighting to mark 80 years since the D-Day landings

On the evening of Thursday 6 June 2024, like many other parishes, Uckfield Town Council will be lighting Uckfield's beacon to mark the 80th anniversary of the D-Day landings.

We have an event planned for that evening, taking place at Victoria Pleasure Ground, Uckfield, TN22 5DJ with entertainment arranged between the hours of 6.00pm and 9.00pm, before formal prayers, the proclamation, and the reading of the International Tribute, followed by the lighting of the beacon at 9.15pm.

We would like to invite members of the Town Council, and staff, to join us at this event with their family and friends, and to attend the service of the lighting of the beacon.

We would also appreciate the help of councillors, to marshal vehicles, assist with litter clearance, and any other tasks that might be needed on the evening.

Food and refreshments will be available, and we would recommend those attending bring their camping chairs and blankets to ensure comfort for the evening at this outdoor location.



Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda Item 22.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the former Town Mayor and Deputy Mayor between April 2024 and 20 May 2024.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 15 May 2023 for their third consecutive year.

TO NOTE THE MAYOR'S ENGAGEMENTS

- | | |
|----------|--|
| 06.04.24 | Support and attend performance of OLIVER. Civic Centre, Uckfield. |
| 21.04.24 | To take Salute St George's Day Parade. High Street, Uckfield. |
| 27.04.24 | To officially 'Open' Mobility Audio Visual Store. High Street, Uckfield. |
| 06.05.24 | Attend Holy Cross Spring Festival. Luxford Centre, Uckfield. |
| 09.05.24 | Attend official reception for nominees of King's Award for Voluntary Service. Town Hall, Eastbourne. |
| 11.05.24 | In attendance at Farmers Market. Luxford Car Park, Uckfield. |
| 11.05.24 | Attend Luxford Centre AGM. Luxford Centre, Uckfield. |
| 12.05.24 | To attend and support Sussex Support Services 'Arts 4 Wellbeing Project', 2 nd Birthday Celebration. Victoria Pavilion, Uckfield. |

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- | | |
|----------|---|
| 06.04.24 | Support and attend performance of OLIVER. Civic Centre, Uckfield. |
| 27.04.24 | To attend the Official Opening of Mobility Audio Visual Store. High Street, Uckfield. |
| 02.05.24 | Attend 1 st Birthday Anniversary of Raystede Store Opening. High Street, Uckfield. |

Annual Statutory meeting of the Council

Monday 20 May 2024

Agenda Item No. 24.0

TO CONSIDER A MOTION FROM COUNCILLOR BERNADETTE REED

1.0 Summary

1.1 This report sets out a motion submitted by Councillor Reed in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

2.1 Councillor Reed gave written notice of the following motion which was received on 19 April 2024 and before the required deadline:-

2.2 Pledge to 'Weald to Waves' mapping

A motion has been submitted resolving that Uckfield Town Council work with the 'Weald to Waves' initiative to support the mapping of key wildlife corridors, through pledging and assisting with mapping the location of:

- local nature reserves;
- local wildlife sites, and;
- woodland areas.

The 'Weald to Waves' initiative intends to map 100-miles of nature recovery across Sussex. The Draft Wealden Local Plan references the initiative, and further information can be found at:

<https://www.wealdtowaves.co.uk/>

There is no obligation or commitment, just assistance with information, the mapping and recording of key sites. This will enable the corridor to grow, and preserve these important areas for the future. Looking at their website there are already a number of other key organisations, and local authorities, already registered as key partners.

<https://www.wealdtowaves.co.uk/pledge/partnership/>

This would also support the objectives of the Sussex Wildlife Trust 'Our Wild Sussex Strategy 2024-2030:'

[Our Wild Sussex | Sussex Wildlife Trust](#)

3.0 Recommendations

3.1 Members are asked to consider the motion and advise the Clerk accordingly.

Contact Officer: Holly Goring

Annual Statutory meeting of the Full Council

Monday 20 May 2024

Agenda item 25.0

TO CONSIDER A RESPONSE TO STABLE GREEN ENERGY'S NEW GRID STABILITY PROJECT IN SAND HILL LANE, FRAMFIELD

1.0 Summary

- 1.1 The Town Council office received an email from a company called Stable Green Energy on 9 May 2024.
- 1.2 The email explained that 'Lightrock Power' had launched a community consultation on the proposals for Stable Green Energy – a new grid stability project located on land to the north west of Sand Hill Lane, East Sussex.
- 1.3 They are running a public consultation, which is open until Friday 14 June 2024.

2.0 The Project

- 2.1 The project would comprise of approximately 480 battery energy storage system units (BESS), with up to three control rooms, three transformers and a substation complex, as well as cabling, vehicular access, hard and soft landscaping and other associated infrastructure.
- 2.2 It is expected that it will connect to the new National Grid substation at Little Horsted, near the junction of Eastbourne Road and the A22.
- 2.3 Subject to being approved, this project would provide a balancing service to the national grid, securely storing excess electricity from renewable generators during times of low demand, and releasing it back onto the grid during peak demand or when generation is low.
- 2.4 It would also provide emergency back-up energy supply to critical facilities and homes in the event of grid outages.
- 2.5 The facility is suggested to also prevent the equivalent of up to 40,000 tonnes of carbon dioxide being emitted each year – thus helping to achieve the net zero carbon emissions targets by 2050.

3.0 Consultation

- 3.1 As part of the consultation, Lightrock Power will be holding a series of in-person and online events. The event dates are as follows:
 - **Thursday 23 May 2024** – 5:30pm to 7pm – Community Webinar, online.
 - Please go to www.stablegreenenergy.com to register to attend.
 - **Tuesday 4 June 2024** – 3pm to 7pm – Blackboys Village Hall, Gun Road, Uckfield, TN22 5JY
 - **Wednesday 5 June 2024** – 1pm to 5pm – Blackboys Village Hall, Gun Road, Uckfield, TN22 5JY
- 3.2 They anticipate submitting a planning application to Wealden District Council to seek consent to build Stable Green Energy in late 2024.

3.3 To view the full details, please visit: [Stable Green Energy](#)

3.4 The proposed site of the system will sit more or less adjacent to the Little Horsted substation site, and they propose construction vehicles will travel from Halland roundabout and turn left at Easons Green towards Palehouse Common.



3.5 Artists impression of what it would look like:



4.0 Recommendations

4.1 Members are asked to confirm how they wish to proceed.