

# MEETING OF FOULDEN PARISH COUNCIL

To be held on Thursday 27<sup>th</sup> March 2024  
at The Village Hall, Foulden at 6.30pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

*Sarah Hunt*

Sarah Hunt Parish Clerk  
20<sup>th</sup> March 2024

## AGENDA

### 1. Apologies and consideration of acceptance for absence.

### 2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects: Your wellbeing or

- financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

### 3. Minutes.

To receive and agree minutes from Full Council Meeting held on 5<sup>th</sup> March 2024.

### 4. Public Forum

To receive comments from members of the public on matters on the agenda.

### 5. To receive any reports:

- 5.1 County Councillor Fabian Eagle.
- 5.2 District Councillor Ian Sherwood.
- 5.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS.

### 6. Updates on matters not on the agenda.

To receive updates from previous meetings. No decisions may be taken under this item.

- 6.1 Noticeboards – to receive feedback from Cllr Balding having consulted local business re; sponsorship.

### 7. Planning.

7.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting.

7.1.1.

7.2 To receive notification of any decisions by Breckland District Council.

7.2.1.

## **8. Administrative Matters**

- 8.1 To receive an update on the website. Clerk/Cllr Green.
- 8.2 To agree publication scheme as presented.
- 8.3 To adopt Standing Orders as presented.
- 8.4 To agree co-option policy as presented.
- 8.5 To agree co-option application form as presented.
- 8.6 To note the Temporary Clerk is on Annual Leave from Monday 29<sup>th</sup> April to Friday 10<sup>th</sup> May 2024. Out of Office will be in place – to agree Councillor to be emergency contact.
- 8.7 To agree Internal Control Document as presented.
- 8.8 To agree Financial Regulations.

## **9. Finance and Governance**

- 9.1 To approve payments detailed as Annex A plus any late payments received before the meeting.
- 9.2 To receive up to date bank reconciliations if available.
- 9.3 Unity bank - form to add S Hunt and remove J Taylor completed, posted to S Parker 9.3.24 – update. Cllr S Parker.
- 9.4 Unity bank – application to add Cllrs B Parnham and C Balding. Submitted to Unity. Update if available.
- 9.5 To note the S137 limit for 2024/25 financial year is £10.81/per elector.  $342 \times £10.81 = £3,697.02$
- 9.6 To note the insurance settlement from Crawfords and receive any update concerning the tree survey. Cllr J Green.
- 9.7 To appoint internal auditor – quotation received of £45.00.

## **10. Correspondence**

- 10.1 Email: Re: Ammonia impact of large farming development. For consideration.

## **11. Village Matters.**

- 11.1 To receive SAM2 Camera reports for December, January and February.

## **12. Matters for next meeting and information.**

- Annual Parish Meeting Thursday 25<sup>th</sup> April 7pm (V Hall AGM at 6.30pm)
- Annual Parish Council Meeting – Thursday 23<sup>rd</sup> May 2024.
- Parish Council Meeting 18<sup>th</sup> September 2024 at 6pm
- Parish Council Meeting 4<sup>th</sup> December 2024 at 6pm
- Parish Council Meeting 6<sup>th</sup> March 2025 at 6pm

# MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on Tuesday 5th March 2024  
at The Village Hall, Foulde n at 6.30pm.

Present: Carole Balding, Stephen Parker (Chair), Bee Parnham, Billy Pye

Clerk to the meeting: Mrs Sarah Hunt

2 members of the public were present.

**1. Apologies and consideration of acceptance for absence.**

Apologies were received from Joseph Green, Simon McMahon and Richard Cooper.

**2. Members' declarations of interest and requests for dispensations.**

None.

**3. Minutes.**

The minutes from the Full Council Meeting held on 14<sup>th</sup> December 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr B Pye, seconded Cllr C Balding.

**4. Public Forum**

None.

**5. County Councillor To receive any reports:**

5.1 Fabian Eagle. Not present.

5.2 District Councillor Ian Sherwood. Report Circulated.

5.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS. Noted.

**6. Updates on matters not on the agenda.**

To receive updates from previous meetings. No decisions may be taken under this item.

6.1 Noticeboards – to receive feedback from Cllr Balding having consulted local business re; sponsorship. Next meeting.

**7. Planning.**

7.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting.  
None at issue of agenda.

7.2 To receive notification of any decisions by Breckland District Council.

7.2.1 3BT/2024/0002/BT – Foulde n Land at Foulde n Sewage Treatment Works, Highmoor Drove, IP26 5AH. Prior approval for Arqiva Smart Metering 1 No. Omni at 13.83m mean mounted on proposed 12m streetworks pole. Proposed Arqiva Smart Metering 1 No. 3G Omni Antenna at 3.8m mean mounted on proposed streetworks pole and proposed Arqiva Smart Metering Equipment enclosure to be installed on a root foundation (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 16, Class A) (Telecommunications). Prior Approval given. Noted.

7.3 Kings Lynn and West Norfolk – Local Plan Review – notification of reconvened examination hearings March, April and September 2024. Noted.

Temporary Clerk: Mrs Sarah Hunt, 58 Hercules Road, Helle sdon, Norwich, Norfolk, NR6 5HH

Email: [clerk@fouldenparishcouncil.gov.uk](mailto:clerk@fouldenparishcouncil.gov.uk)

Telephone: 07587275910

7.4 It was AGREED to adopt the Planning Protocol as presented.

## **8. Administrative Matters**

8.1 NOTED that Mrs S Hunt was engaged from 1<sup>st</sup> February at a rate of £18.10/hour, 8 hours/week. Hours to be reviewed before permanent recruitment.

8.2 NOTED that the Council has a new dedicated mobile number: 07587275910

8.3 NOTED that the Clerk has website access to enable uploading of documents.

8.4 NOTED that the Clerk has facebook access.

8.5 The updating of address and contact details as necessary for the ongoing business of the Council was AGREED.

8.6 NOTED that the Clerk has ordered the FOC Civic portrait of H M The King, it was AGREED to offer this to the Village Hall for display.

8.7 It was AGREED to adopt an updated Code of Conduct as presented.

## **9. Finance and Governance**

9.1 It was RESOLVED to make the payments detailed as Annex A. PROPOSED Cllr S

9.2 It was RESOLVED to agree banking access for Temporary Clerk as Administrator, and remove of previous post holder. Noted that current Unity signatories are Cllrs S Parker and B Pye. Cllr J Green has not yet been confirmed by Unity as signatory although the application has been submitted. Cllrs C Balding and C Parnham have internet access applications also submitted.

9.3 It was RESOLVED to agree the appointment of G Fendick Landscaping for the 2024 season at a cost of £2,210.00 for 17 cuts commencing 11<sup>th</sup> March - £130/cut plus VAT.

9.4 To note the insurance settlement from Crawfords and receive any update concerning the tree survey. Cllr J Green. Next meeting.

9.5 To receive up to date bank reconciliations if available. No access for clerk to accounts.

## **10. Correspondence**

10.1 Norfolk County Council – Norfolk Minerals and Waste Local Plan submission notification – previously circulated to Councillors. Noted

10.2 Kings Lynn & West Norfolk – Gypsy and Traveller Potential Sites and Policy Consultation. Noted.

## **11. Matters for next meeting and information.**

Next Meeting 27<sup>th</sup> March 2024 – plus two charities. (Rec. Grnd 6.30pm and Highways 6.45pm).

Annual Parish Meeting Thursday 25<sup>th</sup> April 7pm. (V Hall AGM at 6.30pm).

Annual Parish Council Meeting – Thursday 23<sup>rd</sup> May 2024.

Parish Council Meeting 18<sup>th</sup> September 2024 at 6pm

Parish Council Meeting 4<sup>th</sup> December 2024 at 6pm

Parish Council Meeting 6<sup>th</sup> March 2025 at 6pm

| Annex A - March 7th 2024            |                 |         |        |           |                           |  |  |
|-------------------------------------|-----------------|---------|--------|-----------|---------------------------|--|--|
|                                     |                 | Net     | VAT    | Gross     |                           |  |  |
| HMRC                                | Outstanding     | £98.43  |        | £98.43    | PAID                      |  |  |
| HMRC                                | February salary | £125.40 |        | £125.40   |                           |  |  |
| Mrs S Hunt                          | February salary | £528.07 |        | £528.07   | includes office allowance |  |  |
| Viking Direct                       | Stationery      | £110.45 | £12.59 | £123.04   |                           |  |  |
| Norfolk Parish Training and Support | Membership      | £91.22  |        | £91.22    |                           |  |  |
| Cozens                              | Dec/Jan/Feb     | £37.00  | £7.40  | £44.40    | PAID                      |  |  |
|                                     |                 |         |        |           |                           |  |  |
|                                     |                 |         |        |           |                           |  |  |
|                                     |                 | £990.57 | £19.99 | £1,010.56 |                           |  |  |

The meeting closed at 7.01pm.

Signed:

Date:

## Freedom of Information Act 2000

# Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

### **Information included in the guide to information**

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

### **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the

terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

### **Fees and Charging**

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

### **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).



## Information available from Foulden Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| <b>Information to be published</b>  | <b>How the information can be obtained</b>               | <b>Cost</b> |
|---|--|-------------|
| <p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>                                     | (hard copy or website)                                   |             |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>                                    | <p>Website and Noticeboard</p> <p>Minutes on website</p> |             |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | All available on website, facebook page and noticeboard  |             |
| Location of main Council office and accessibility details   | No Office.   |             |
| Staffing structure  | Website – clerk is only employee                         |             |

|  |  |           |
|--|--|-----------|
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | (hard copy or website)   |           |
| Statement of accounts and internal audit report in the format included in the Annual Return form   | Website.<br>Hard copy available from Clerk   | 20p/sheet |
| Finalised budget   | Website, minutes, hard copy available from Clerk                                       | 20p/sheet |
| Precept  | Website, minutes, hard copy available from Clerk. District Website                     | 20p/sheet |
| Borrowing Approval letter  | Not held   |           |
| All items of expenditure above £100  | Website, detailed within minutes and as separate sheet. Hard copy available from Clerk | 20p/sheet |
| Financial Standing Orders and Regulations  | Website, hard copy available from Clerk  | 20p/sheet |
| Grants given and received  | Detailed within minutes. On website, hard copy from Clerk                              | 20p/sheet |
| List of current contracts awarded and value of contract  | Detailed within minutes. On website, hard copy from Clerk                              | 20p/sheet |
| Members' allowances and expenses   | Not held.  |           |
| <p><b>Class 3 – What our priorities are and how we are doing</b></p>   | (hard copy or website)   |           |

|  |  |           |
|--|--|-----------|
| (Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum  |  |           |
| Annual governance statement in format included in the Annual Return form   | Website – available from Clerk                 | 20p/sheet |
| Parish Plan  | Not held                                       |           |
| Annual Report to Parish or Community Meeting   | Website – within minutes available from Clerk  | 20p/sheet |
| Quality status   | Not held                                       |           |
| Local charters drawn up in accordance with DLUHC’s guidelines  | Not held                                       |           |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Website where relevant. Hard copies from Clerk | 20p/sheet |
| <b>Class 4 – How we make decisions</b><br><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum   | (hard copy or website)                         |           |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)   | Website, noticeboard, detailed within minutes. | 20p/sheet |
| Agendas of meetings (as above)   | Website, noticeboard as                        | 20p/sheet |

|  |  |            |
|--|--|------------|
|  | legislation.   |            |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure   | Website. Available from Clerk.   | 20p/sheet  |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure  | Website as Agenda supporting documents.  | 20p/sheet  |
| Responses to consultation papers   | Website as Agenda supporting documents.  | 20p/sheet  |
| Responses to planning applications   | Detailed within minutes. Available on website. Recorded on District Council website planning portal. |            |
| Bye-laws   | Held by Clerk and District Council   | 20p/sheet. |
| <p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>   | (hard copy or website)   |            |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul> | Website, hard copy from clerk  | 20p/sheet  |
| Policies and procedures for the provision of services and about the employment of staff:   | Website where held. Hard copy from Clerk   | 20p/sheet  |

|   |  |           |
|---|--|-----------|
| <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> |  |           |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>   | Website where held. Hard copies from clerk                                   | 20p/sheet |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>   | (hard copy or website; some information may only be available by inspection) |           |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)  | Available from clerk   | 20p/sheet |
| Assets register, including details of public land and building assets   | Website. Agenda Packs. Hard copy from Clerk.                                 | 20p/sheet |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice   | Hard copy from Clerk   | 20p/sheet |
| Register of members' interests  | Linked from website to District site.  |           |
| Register of gifts and hospitality   | Not held   |           |

|   |  |  |
|---|--|--|
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | (hard copy or website; some information may only be available by inspection) |  |
| Allotments  | Not relevant   |  |
| Burial grounds and closed churchyards   | Not relevant   |  |
| Community centres and village halls   | Not relevant   |  |
| Parks, playing fields and recreational facilities   | Not relevant   |  |
| Seating, litter bins, clocks, memorials and lighting  | From Clerk.  |  |
| Bus shelters  | Not relevant   |  |
| Markets   | Not relevant   |  |
| Public conveniences   | Not relevant   |  |
| Agency agreements   | Not relevant   |  |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees)  | None.  |  |
| <p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>   |  |  |
|   |  |  |

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE           | DESCRIPTION                                   | BASIS OF CHARGE |
|--------------------------|---|-----------------|
| <b>Disbursement cost</b> | Photocopying @ .20p per sheet (black & white) | Actual cost *   |
|                          | Photocopying @ 20p                            | Actual cost     |

|                      |                    |  |
|----------------------|--------------------|--|
|                      | per sheet (colour) |  |
|                      |                    |  |
|                      | Postage            | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                      |                    |  |
| <b>Statutory Fee</b> |                    | In accordance with the relevant legislation (quote the actual statute) |
|                      |                    |  |
| <b>Other</b>         |                    |  |
|                      |                    |  |

\* the actual cost incurred

Clerk contact

Telephone: 07587275910

Email: [clerk@fouldenparishcouncil.gov.uk](mailto:clerk@fouldenparishcouncil.gov.uk)

# **MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022**

National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

© NALC 2022. All rights are reserved.

No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save those councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.



|   |    |
|---|----|
| Introduction .....  | 3  |
| Rules of debate at meetings .....   | 4  |
| Disorderly conduct at meetings .....  | 6  |
| Meetings generally .....  | 6  |
| Committees and sub-committees .....   | 9  |
| Ordinary council meetings .....   | 10 |
| Extraordinary meetings of the council, committees and sub-committees .....                | 12 |
| Previous resolutions.....   | 12 |
| Voting on appointments .....  | 13 |
| Motions for a meeting that require written notice to be given to the proper officer ..... | 13 |
| Motions at a meeting that do not require written notice .....                             | 14 |
| Management of information .....   | 14 |
| Draft minutes.....  | 15 |
| Code of conduct and dispensations .....   | 16 |
| Code of conduct complaints .....  | 17 |
| Proper officer.....   | 18 |
| Responsible financial officer .....   | 19 |
| Accounts and accounting statements.....   | 19 |
| Financial controls and procurement .....  | 20 |
| Handling staff matters.....   | 22 |
| Responsibilities to provide information.....  | 22 |
| Responsibilities under data protection legislation .....                                  | 23 |
| Relations with the press/media.....   | 23 |
| Execution and sealing of legal deeds.....   | 23 |
| Communicating with district and county or unitary councillors .....                       | 24 |
| Restrictions on councillor activities.....  | 24 |
| Standing orders generally.....  | 24 |

## **INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

### **How to use model standing orders**

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

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

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

### **Drafting notes**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 1. RULES OF DEBATE AT MEETINGS

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

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

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

- accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
  - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
  - i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
  - j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
  - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
  - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
  - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
  - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
  - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
  - r **The chair of a meeting may give an original vote on any matter put to**

- **the vote, and in the case of an equality of votes may exercise**
- **his/her/their casting vote whether or not he/she/they gave an original**
- **vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

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

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

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

- **w If a meeting is or becomes inquorate no business shall be transacted**
- **and the meeting shall be closed. The business on the agenda for the meeting**
- **shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of 3 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the



meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair**

**of the Council and shall give a casting vote in the case of an equality of votes.**

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

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

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

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

**personal data.**

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

## **12. DRAFT MINUTES**

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair of this meeting does not believe that the minutes of the meeting of the Foulden Parish Council held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than**

**one month after the meeting has taken place.**

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

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for

which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer 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 14(d).
- c** 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;
- d** **Upon notification by the District or Unitary 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.**



## 15. PROPER OFFICER

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

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

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

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

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

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

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

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special

circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) 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).**
- d. 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 to tender shall be advertised in a 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 Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **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.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Council or the Staffing Committee or, if he/she/they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council or the staffing committee at its next meeting.
- c The chair of Council OR the staffing committee in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Council or the staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Council OR the staffing committee or in his/her/their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council OR the staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chair or vice-chair of the Council OR the staffing committee this shall be communicated to another member of COUNCIL OR the staffing committee, which shall be reported back and progressed by resolution of the Council OR the staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed*

**£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), 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 who shall sign the deed as witnesses.**

*The above is applicable to a Council with a common seal.*

OR

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

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

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

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

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

## **26. STANDING ORDERS GENERALLY**

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

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Annex A - March 27th 2024

|               |                              | Net       | VAT   | Gross     |  |
|---------------|------------------------------|-----------|-------|-----------|--|
| HMRC          | Balancing figure             |           |       |           | tbc - please delegate to signatories and clerk |
| HMRC          | March salary                 | £125.40   |       | £125.40   |  |
| Mrs S Hunt    | March salary                 | £528.07   |       | £528.07   | includes office allowance                      |
| Mrs S Hunt    | April Salary                 | £528.07   |       | £528.07   | includes office allowance                      |
| HMRC          | April Salary                 | £125.40   |       | £125.40   |  |
| Louise Beaton | Consultancy re; village hall | £350.00   |       | £350.00   |  |
| Viking Direct | Address Book for passwords   | £16.99    | £3.40 | £20.39    |  |
|               |                              | £1,673.93 | £3.40 | £1,677.33 |  |





## Form of Acceptance

Date: 31 January 2024

Our Ref: SU2206791

Policy Number: RKL176640

Claim Number: 202211023843

To The Directors of: RSA - Commercial

Subject to your approval and to the terms and conditions of the policy, we hereby agree to accept the sum of £2731.78 in full discharge and satisfaction for gas works undertaken to make the property safe under the above claim number occasioned by or consequent upon the subsidence. which occurred at Village Hall, 9 Vicarage Road, Foulton, Norfolk IP26 5AB.

**Please note we can raise the above only on confirmation that you are not VAT registered.**

In the event you confirm you are VAT registered we can look to raise **£2185.42**. The settlement is net of VAT. Please note that VAT can be reclaimed up to a maximum of **£546.36** subject to receipt of your contractors invoice confirming VAT has been incurred and if not VAT registered.

**Construction (Design and Management) Regulations 2015 – Domestic clients** - If you are having work done on your own home, or the home of a family member and it is not in connection with a business, you will be a domestic client. The only responsibility a domestic client has under CDM 2015 is to appoint a principal designer and a principal contractor when there is more than one contractor. **However, if you do not do this, (as is common practice), your duties as a domestic client are automatically transferred to the contractor or principal contractor.** If you already have a relationship with your designer before the work starts, the designer can take on your duties, provided there is a written agreement between you and the designer to do so.

**Note** - All payments are issued directly by your insurance company and may be in the form of either cheque or BACS. If they have the option to pay by BACS then please complete the details below:

**Account Holder:**

**Sort Code:**

**Account Number:**

**Bank Name:**

I understand that in some circumstances additional security checks may be undertaken to verify the form has been completed by the policyholder and that the bank details are correct.

Please return this form to Crawford & Company, Subsidence Division, Cartwright House, Tottle Road, Nottingham, NG2 1RT. We can accept receipt if you are able to scan and send via email.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Chartered Loss Adjusters



Chartered Loss Adjusters

Cartwright House, Tottle Road, Riverside Business Park, Nottingham, NG2 1RT. Tel 0115 943 8260 ■ [www.crawco.co.uk](http://www.crawco.co.uk)  
Registered Office ■ Crawford & Company Adjusters (UK) Ltd, The Hallmark Building, 106 Fenchurch Street, London, EC3M 5JE ■ Registered in England No 2908444

Fern Hollow, 5 Balls Lane, Thursford, Fakenham, Norfolk, NR21 0BX

didann@outlook.com T 01328 878196

9<sup>th</sup> March 2024

The Clerk

Foulden Parish Council

Thankyou for asking me to quote for the Internal Audit of your council.

My quotation for the Internal Audit 2023/24 £45.00 (to include a report as required and completion of Page 4 of AGAR). In addition, please note, there could be travel expenses (currently set at .45p per mile – but this may rise).

Please note that I will be unable to undertake this work until the beginning of June.

In line with the new regulations within “Governance and Accountability March 2022” I can confirm to your council the following, which supports my competency for undertaking this work:

I am a retired member of the SLCC

I am a partner in Norfolk Parish Training and Support (NPTS)

I am a retired Parish and Town Clerk

I am CiLCA and FiLCA qualified

I am independent from Foulden Parish Council.

Kind regards

Di Dann

## 10.1

I refer to the extract below from the Reading Agricultural Consultants and in particular the concern that the study area for ammonia submissions should be extended to 10km. I feel most strongly that ALL parish Councils and Town Councils in this area, and Breckland District Council should be recognised as formal consultees to these planning applications as it is clear that the views of RAC are that, contrary to the assertions of the applicant, significant areas of SW Norfolk are at risk from this proposal.

Affected parishes/towns include

BRANDON

Mundford

Hockwold

Hilborough

Weeting

Feltwell

Methwold

Northwold

Stoke Ferry

west Dereham

Gooderstone

Wretton

Foulden

Oxborough

I would remind officers that this is a huge facility being proposed, with 6,500,000 chickens and 56,000 pigs proposed on a single site and the potential for ammonia dispersal has only now been highlighted by RAC, and these communities have the right to be informed and to be consulted.

3.51 The assessment of ammonia impacts is screened out by the Applicant on the grounds that the Process Contribution (PC) of ammonia deposition is reduced from the baseline due to operational changes at the site. This interpretation is based on inappropriate guidance applied to the assessment of road traffic emissions, which does not apply to agricultural developments. The proposed development is effectively a new farm and is assessed as such by both Natural England and the Environment Agency.

3.52 Emissions from agricultural developments should be based on planned activities at the proposed development, not the difference between those estimated emissions and a baseline set against permitted stocking rates in redundant and derelict buildings. This approach is used by Natural England when considering all new agricultural developments. In this case, the adoption of a baseline modelled using buildings that have not been used for a number of years, and historical emissions factors derogated using unsubstantiated mitigation measures serves to create an unrealistic comparison that masks the true impacts of the operation of the proposed development.

3.53 The screening process for ammonia deposition should be repeated, based on emissions from planned activity at the proposed development rather than a reduced Process Contribution.

3.54 The study area for deposition is limited to about two kilometres. In this case, where there are a number of other sites that may contribute to a cumulative assessment of ammonia emissions, this study area should be extended to cover a 10km radius, common with that used in the ecological baseline.

**Sam2 Report:-** Foulden Parish Council Meeting

**Placement:-** School Road – 30/11/2023 to 01/01/2024 ( 32 days).

**Volumes:-**

Total no. of vehicles counted over period = 2442

7 day average = 74

5 day average (Mon-Fri) = 79

AM Peak (09:00 – 10:00) = 6

PM Peak (16:00 – 17:00) = 6

**Speed:-**

Set speed limit = 30.0 mph

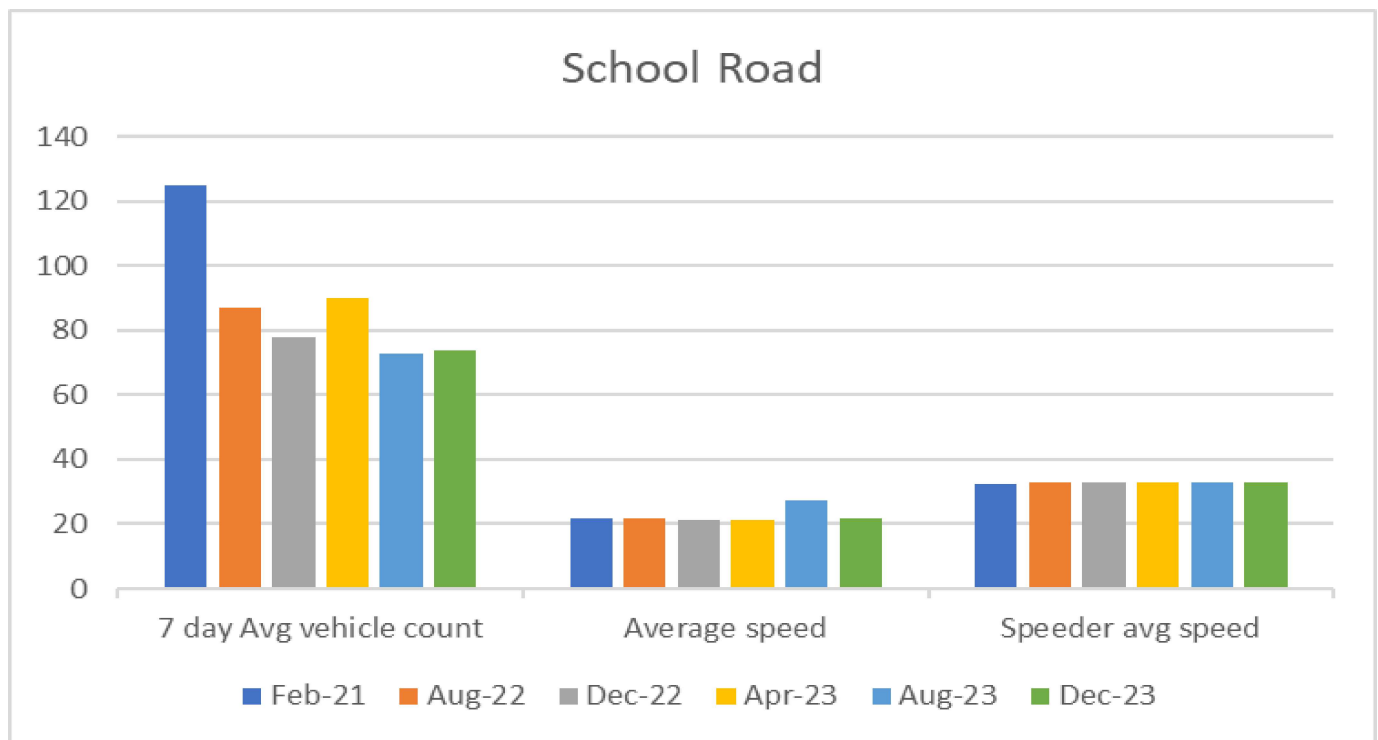
Average speed = 21.6 mph

Max Speed Recorded = 40mph 08/12/2023 13:55

Average count over limit = 6

Percentage of vehicles exceeding the limit = 1.73%

Average speed of vehicles exceeding the limit = 32.8 mph





**Sam2 Report:-** Foulden Parish Council Meeting

**Placement:-** Vicarage Road – 01/01/2024 to 01/02/2024 (30 days).

**Volumes:-**

Total no. of vehicles counted over period = 1927

7 day average = 59

5 day average (Mon-Fri) = 62

AM Peak (11:00 –12.00) = 5

PM Peak (15:00 – 16:00) = 6

**Speed:-**

Set speed limit = 30.0 mph

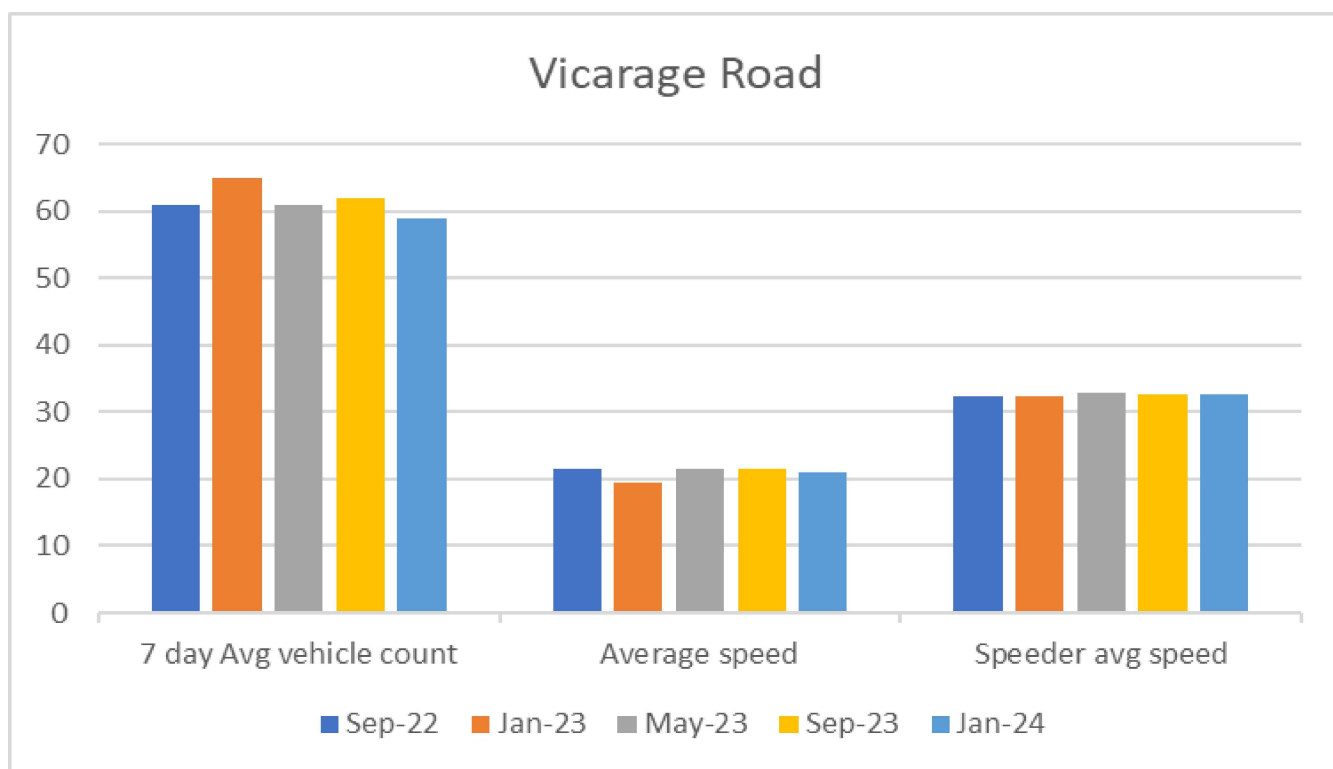
Average speed = 21.1 mph

Max Speed Recorded = 40mph 15/01/2024 18:20

Average count over limit = 2.7

Percentage of vehicles exceeding the limit =0.95%

Average speed of vehicles exceeding the limit = 32.6 mph



**Sam2 Report:-** Foulden Parish Council Meeting

**Placement:-** White Hart Street – 01/02/2024 to 01/03/2024 (30 days).

**Volumes:-**

Total no. of vehicles counted over period = 9599

7 day average = 319

5 day average (Mon-Fri) = 331

AM Peak (11:00 –12.00) = 23

PM Peak (18:00 – 19:00) = 34

**Speed:-**

Set speed limit = 30.0 mph

Average speed = 24.2 mph

Max Speed Recorded = 40mph 01/02/2024 16:20

Average count over limit = 39

Percentage of vehicles exceeding the limit =2.9%

Average speed of vehicles exceeding the limit = 32.6 mph

