

Present; Cllr Emma Lacey (Chair), Cllr Mike Thomas (Vice Chair), Cllr Caroline Hubbard, Cllr Ann Sturgess, Cllr Heather Richards, Cllr Ian Hobbs, Cllr John Morris.

Clerk; Helen Klaassen

HCC; Cllr Keith Mans

NFDC; Cllr Derek Tipp

Members of the Public; 7

AGM/895 Election of Chairman **Action**
Cllr Lacey was elected Chairman.

AGM/896 Election of Vice Chairman
Cllr Thomas was elected Vice Chair.

AGM/897 Apologies for Absence.
Apologies were given and accepted from Cllr Clive White due to illness.

AGM/898 Disclosure of Interest in an Agenda Item.
Cllr Thomas declared a non-prejudicial interest in agenda item FC/917 as member of the New Forest Association.

AGM/899 To Appoint Members to Parish Council Committees and Working Parties;

1. Open Spaces
Cllrs Hubbard, Thomas, Richards and Sturgess were joined by Cllr Lacey.
Community Engagement
2. Cllrs Richards, Lacey, White, Thomas.
3. Highways and Transport
Cllrs Hobbs, Morris, Hubbard, Cllr Lacey left, Cllr Thomas joined.
4. Planning and Development
Cllrs Hubbard, White, Morris, Thomas, Cllr Hobbs left.
5. Finance and Resources (chairs of committees)
Cllrs Hobbs, Richards, Lacey, White, Hubbard. It was agreed that the committee should continue to consist of the Chairs of the other committees.
6. Parish Plan Working Party
Cllrs Lacey and Richards and members of public.
7. Other
Ian Oliver; agreed as Allotment Holder Holders Representative and voting member of the Open Spaces Committee for Allotment Matters.
It was resolved to accept changes to the Committees.

AGM/900 To appoint Chairs of Committees.
As there was no particular need for any committee to do this immediately it was left to committee meetings.

AGM/901 To Appoint Representatives to "Other Bodies"

1. NFALC (New Forest Association of Local Councils)
Cllrs Hubbard and Sturgess.
2. New Forest Consultative Panel
Cllr Thomas, Cllr Hubbard added.
3. New Forest Passenger Transport Forum
Cllr Hobbs.
4. Other
None.

AGM/902 Standing Orders and Financial Regulations.

To review the Standing Orders and Financial Regulations with a view to vote upon any changes required. The Clerk had forwarded suggestions for updates to councillors before the meeting. Other suggestions were made and the changes to the Financial Regulations (appendix 1) and the changes to the Standing Orders (appendix 2), were accepted and **agreed**.

- FC/903 Policies.** To review and agree any new policies.
1. Communication Protocol
An amendment was made to add 3 working days for the receipt of documents requiring reviewing.
Amendments were made and the policy agreed.
 2. GDPR Policy
The Clerk explained the work she had been doing to ensure that the PC was compliant and asked councillors to approve the Privacy Notice and Document Retention Policy.
Both policies were agreed.

- FC/904 Public Participation.**
A fifteen-minute period will be allowed for members of the public, with the approval of the Chairman, to have the opportunity to ask questions relating to matters of community interest, which fall within the responsibility of the Parish Council.

DW; Thanked the PC for the Hi viz jackets and helping to get Speedwatch sorted, it was reported that it was all going well.

KO; presented the PC with a letter of thanks for the grant for tablecloths, which had been received and used at the Outreach event on 3rd May, the theme was 'Spring' and they received many pleasing comments.

- FC/905 Approval of the Minutes of the Full Council Meeting held on 18th April 2017 as a Correct Record of Proceedings.**

MFNPA on Communication protocol – change to NFNPA

Minutes amendment; grit bins. Paper copy amended and initialled. Clerk to amend electronic copy.

The Minutes were agreed as a true and accurate record and the chairman signed them as so.

Clerk
Clerk

- FC/906 Matters Arising Not on the Agenda.**

880 / FC;

- NFNPA sign, the Clerk reported that she had spoken to the NFNPA.

- Double yellow lines in Wood Road- still on list

Clerk

- FC/907 Accounts and Clerk's Report.**

1. To consider accounts paid and payable

2252 – TLC – June Mag - £450

2253 – L Wheeler – Locum Services - £328.40

2254 – A Baker – Lengthsman Salary May - £156

2255 – H Klaassen – Clerks Salary and Expenses – £1097.09

2. Clerk's Report

The Clerk reported that at the current time her focus was on GDPR and year end activities.

- FC/908 County Councillor's Report.**

Cllr Mans Reported that;

- Cllr Roy Perry had been re-elected as HCC Leader and Cllr Mans Deputy Leader.
- HCC were advanced into the programme of budget reduction and were using reserves but resisting using capital as other CC's had. Cash figures had kept pace with what they were 6 years ago, but not with inflation or GDP.
- HCC were trialling using Amazon's 'Alexa' for care of the elderly, it so far had been a resounding success.
- The Highways potholes programme was running better this year, but HCC has only got a fraction of Government grants than is actually needed.
- Cllr Mans devolved budget is open for grant requests. Allocated £8000.

Cllr Hobbs noted that the issue with Knellers Lane were still unresolved and Cllr Mans requested that he email him.

- FC/909 District Councillor's Report.**

Cllr Tipp reported that;

- Cllr Barry Rickman was re-elected Leader and Cllr Mel Kendal Chairman, Cllr Alan Glass was Vice Chairman. Cllr Kendal's charity for that year was the new Oakhaven place in Totton.

- The air quality survey on the A35, with Southampton City Council, was still ongoing and the results would be published in July. Cllr Tipp had asked whether congestion charging would be used, the answer was no.
- Cllr Tipp is involved in a review of the leisure centres, which is looking at how leisure may be delivered in the future. The Leisure centres are one of NFDC's biggest areas of expenditure. Savings needed to be made.

FC/910 Police / Neighbourhood Watch Report.

Two burglaries had recently been reported, both during the day and in the same road. One or two people had been seen, which included young people with black holdalls going door to door selling. People MUST make their property as secure as possible.

FC/911 Minutes of Other Committee Meetings.

None presently, but some committee meetings due soon.

FC/912 Correspondence.

All sent via email.

FC/913 Full Council Meeting Agenda. To discuss the running order of full council agendas and re-order if required.

The matter was discussed and it was agreed to move the agenda around to make meetings more user friendly and hopefully entice more people. Changes included;

- Reports from Reps on Outside bodies; Councillors attending meetings where minutes would not produced will email a brief report of any points of interest to other councillors.
- An agenda item covering both public participation and giving councillors the opportunity to raise any item of interest they wished to pass on would be added to the end of the agenda.
- Correspondence and clerk's report, including accounts, would also be moved towards the end of agenda.
- Discussion points would be moved higher up the agenda.
- Approval of minutes and matters arising, including action updates, would be merged.
- The Clerk to review agenda items monthly and decide whether an item needs to be on the agenda or whether it can wait.

The Clerk to check the legal requirement for the agenda and items and if the new suggestions were acceptable, it was **resolved** to instigate the changes from June.

Clerk

FC/914 Memorial to Cllr Arnold.

Cllr Hubbard report that she was still having trouble getting hold of the trustees of the memorial hall. It was agreed that Cllr Sturgess should try to contact them and will continue to update the PC.

FC/915 HALC Membership. To agree and sign the membership document.

Approved.

FC/916 VIP Day. To receive an update from the CE Committee and decide on a route forward.

It was proposed that Cllrs Hobbs and Hubbard take over organisation of the fete.

They would be contacting everyone involved before to engage them again.

It was **resolved** that Cllrs Hobbs and Hubbard would take on the organisation of the fete and that a working party would be formed whose sole purpose was to organise the fete.

It was agreed that the event would be self-funding.

Clerk to add Cllr Hobbs to the Fete dropbox folder.

IH/CH

Clerk

FC/917 Fawley / Waterside Development.

Councillors were made aware of an email from NFDC Planning regarding traffic matters associated with the potential development and Cllr Lacey gave a quick tour of the Fawley Waterside website which contained more details of the proposals. The Clerk to register the PC's interest with the development company and NFDC.

Clerk.

FC/918 Reports from Representatives of Other Bodies. To receive feedback of information relevant to the parish from Councillors who attended those meetings.

Cllr Hobbs reported on the recent meeting with Bluestar and HCC. It was made clear the current route was viable and would remain in place. He felt that the PC was now better engaged with Bluestar. Bluestar were currently investigating speeds and after obtaining some fresh information, would be speaking to drivers to ensure they lowered their speed to the 20mph required.

Cllrs Hubbard and Sturgess attended the NFALC meeting on 19th April.
Cllrs Hubbard and White attended an Outreach event on 3rd May and the Celebration Assembly at Foxhills School, on 4th May, for the Magazine's Story Competition Winners.

It was noted that the Foxhills pedestrian improvements had been approved.

FC/919 Items for Discussion at the Next Meeting.

The Parish Plan Team would be attending to update the Council on the Parish Plan progress and questionnaire results.

The Chair then thanked everyone for attending and closed the meeting at 21.42.

Signed: _____ Date: _____

Appendix 1

FINANCIAL REGULATIONS

1. General

- 1.1. These financial regulations shall govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the Parish Council.
- 1.2. The responsible financial officer (RFO) is a statutory officer and shall be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine the accounting records and accounting control systems on behalf of the Council. 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 practice.
- 1.3. The RFO shall be responsible for the production of financial management information, as required by the Council.
- 1.4. A suitably qualified Advisor to the Council, not necessarily a Councillor, may be nominated to assist the Clerk/RFO in Financial and other matters.

2. Annual Estimates (Budgets)

- 2.1. With the support of the RFO as required, each Committee shall formulate proposals in respect of any income and expenditures for the forthcoming financial year not later than September of each year.
- 2.2. A consolidated and detailed estimate of income and expenditure shall be prepared each year by the RFO.
- 2.3. The Finance and Resources Committee shall review the budgets and make its recommendation to the Full Council who shall review and approve the budget at the November Council meeting and thereby recommend and fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to the billing authority (NFDC). The RFO shall supply each member with a copy of the approved budget.
- 2.4. The annual agreed Budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1. Expenditure may be incurred up to amounts included in each approved Committee budget with any unforeseen expenditures or over-runs brought to Council for additional authorisation request prior to any expenditure or commitment thereon.
- 3.2. The RFO will provide the Council with a statement of income and expenditure to date, comparing actual expenditure to budgeted expenditure on a quarterly basis.
- 3.3. Notwithstanding the provisions of 3.1 above, the Clerk, in agreement with the Chairman or Vice-Chair, may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work that is of an urgent nature even though there may not be a budgetary provision for the expenditure, subject to a limit of £250. The Clerk shall report the action to Council at the next appropriate opportunity.
- 3.4. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations. The RFO shall complete the accounts of the Council, including the Council's Annual Return (as supplied by the External Auditor appointed by the Audit Commission), and shall submit them to the Finance and Resources Committee for approval within the time scales set by the Accounts and Audit Regulations.
- 3.5. The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Proper Practices as defined by the Audit Commission in the presentation of the audit and accounts of Public Bodies. The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices and shall be independent of the operations of the Council.
- 3.6. The RFO shall make arrangements for the inspection of the accounts, books and supporting documentation, and for the display or publication of any notices and statements of account required by current Audit and Accounts regulation and requirements and shall bring to the attention of Councillors any relevant and material correspondence or reports from the Internal or External Auditor.

4. Banking Arrangements and Cheques

- 4.1. Each month the RFO shall present to the Council a schedule of all payments for the immediately preceding month for authorisation by a resolution.
- 4.2. All cheques/counterfoils and accompanying paperwork shall be signed/initialled by two Councillors and the RFO. Councillors should not sign cheques where they are the payee/recipient thereof. Invoices relating to these payments will be available for inspection and initialling by signatories.
- 4.3. As detailed in clause 7.2 of the Standing Orders, the Chair of each Committee/up to five (5) Councillors will have a bank mandate signature.

5. Payment of Salary and reimbursement of expenses

- 5.1. 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 Clerk/RFO's salary shall be reviewed and agreed from time to time as appropriate and at least on an annual basis.
- 5.2. The Clerk/RFO shall be entitled to claim out-of-pocket and other expenses as laid out in their contract of employment.
- 5.3. The Chairman shall be entitled to an annual Allowance to cover incidental items of expenditure which they incur on behalf of the Parish Council in the undertaking of their duties. The amount will be agreed concurrently with the Precept each year at the November Finance and Resources meeting.
- 5.4. Councillors may also claim for out-of-pocket expenses which are incurred wholly, exclusively and necessarily on behalf of the Council and supported by specific invoices/receipts for the entire amount of the cost incurred; no reimbursement will be approved without this relevant supporting documentation. Private car mileage can also be claimed for journeys on Council matters outside of the Parish boundary at the prevailing rate sanctioned by HMRC.

6. Income

- 6.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 6.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed by the Council.
- 6.3. The Clerk will review all fees and charges annually. Any sums found to be irrecoverable and any bad debts shall be reported to the Council.
- 6.4. An official Council receipt may be issued for sums received and amounts will be banked by the RFO who will also determine the frequency of banking.
- 6.5. The RFO shall make arrangements for the prompt completion of VAT returns and ensure that all input/output VAT is properly accounted for in a timely manner.

7. Orders for Work, Goods and Services

All Councillors and the Clerk/RFO are responsible for obtaining value for money at all times.

8. Contracts

- 8.1. All work that it is estimated with a value of over £1,000 will be put out to tender to at least three individuals or firms.
- 8.2. Invitations 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. Invitations to tender shall state that tenders must be addressed to the Clerk and the last date by which such tenders should reach the Clerk. If it proves impossible to obtain three tenders the Council may make such arrangements as it thinks fit for execution of the work.
- 8.3. Where it is intended to enter into a contract exceeding £10,000 for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notices of Council Meetings are given.
- 8.4. The Clerk will ensure that Contractors have the required level of Public Liability insurance as recommended by NFDC.
- 8.5. All Contractors will be required to have submitted all necessary Insurance and competency documents with the Clerk prior to the start of any work.

9. Assets, Properties and Estates

- 9.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and records of properties owned or leased by the Council.
- 9.2. The RFO shall maintain an appropriate, accurate and up to date Register of Assets. The continued existence of tangible assets shown in the Register should be verified at least annually and distributed to councillors with the annual accounts.

10. Insurance

- 10.1. The RFO shall arrange for insurance cover and negotiate all claims with the Council's insurers.
- 10.2. The Clerk shall make arrangements to ensure that all new risks or properties and any alterations affecting existing insurance arrangements are dealt with as soon as it is practicable.
- 10.3. The Clerk, as a Council employee shall be included as part of the insurance arrangements which shall cover the maximum risk exposure as determined by the Council.

11. Reserves

- 11.1. The Council should consider how any additional/excess funds could be allocated from Reserves with a view to identifying projects and/or items of expenditure required within the Parish but not covered by the Budgeting process.
- 11.2. The amount of any such sums available to Reserves will also be established and agreed upon by the Council from time to time but at least annually in line with the Risk Assessment process and a review of the Register of Assets, taking into account the likely requirements which may arise to accommodate any unforeseen and unexpected emergency cost items.

12. Revision of Financial Regulations

- 12.1. The Council shall review these financial regulations, annually, at the AGM.

Appendix 2

STANDING ORDERS

1. Councillors

- 1.1. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council.
- 1.2. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business. The Chairman may terminate a meeting with immediate effect should the conduct expected under this clause not be upheld.
- 1.3. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.
- 1.4. In the event of a casual vacancy arising for any reason, it may be filled by co-option as soon as practicable in accordance with the procedures laid out principally under the governance requirements of the Electoral Administration Act 2006 and duly notified by the Clerk.
- 1.5. All councillors, the clerk and members of the public who are attending meetings of the parish council, will adopt the highest standards of polite behaviour at all times and in all communications, whether verbal, written or digital.
- 1.6. All Councillors and the Clerk will observe and abide by the standards set out in the Parish Councils' Communication Protocol.

2. Annual Meetings

- 2.1. The Annual General Meeting (AGM) will be held on the third Tuesday in May each year.
- 2.2. If the outgoing Chairman is available then they will preside until a new Chairman has been elected.
- 2.3. At each AGM the first business shall be:
 - 2.3.1. to elect a Chairman;
 - 2.3.2. to receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received;
 - 2.3.3. to decide when any declarations of office which have not been received, as provided by law, shall be received;
 - 2.3.4. to elect a Vice Chairman; and
 - 2.3.5. to appoint Committees and agree the corresponding Chair of each Committee if possible. If no Chair can be appointed at the AGM, this can be held-over until the first Committee Meeting.
- 2.4. In addition to the AGM, there will also be an Annual Parish Meeting (APM) open to the public and held on the third Tuesday of March each year, prior to the Council Meeting, to review progress in the prior 12 months. This will include a report from each Committee Chairman of their year's activity.

3. Council Meetings

- 3.1. At a meeting of the Parish Council to which the public are invited will be held in appropriate, accessible accommodation and should not be held in accommodation used for the sale of alcohol.
- 3.2. Parish Council meetings will be held on the third Tuesday of each month, except for August and, if it is deemed appropriate, December, when there will not be a meeting. Notification of meetings will be by a summons and agenda delivered to Councillors by email. In any event, the agenda and supporting documents must be issued at least three clear working days before the meeting.
- 3.3. Public notices will be posted on the Parish Council notice boards and on the Parish Council website, informing members of the public of the venue, time, date and business to be transacted at the meeting. The notices will be posted at least three clear working days before the meeting.
- 3.4. Meetings will be open to the public and press, but they may be temporarily excluded from the meeting if the business is regarded as confidential.
- 3.5. Members of the public may not orally report or comment about a meeting as it takes place if they are present at a meeting of the Parish Council or its committees (see section 4 below), but otherwise may:
 - 3.5.1. film, photograph or make an audio recording of a meeting;
 - 3.5.2. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
 - 3.5.3. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- 3.6. Members of the public may speak at Council meetings during public participation and at other times but only at the discretion of the Chairman, which shall not be unreasonably refused.
- 3.7. The agenda for Council Meetings will be agreed by the Clerk, Chairman and Vice Chair. All Councillors may, with the agreement of the Clerk add items to the agenda providing one week's notice is given before the date of the meeting. The agenda will always include an item to enable Councillors to declare interests.

- 3.8. An opportunity for public questions, comments and participation will be made available at each meeting. The Council may only take decisions on items clearly specified on the agenda; however, if agreed by the Chairman and under extraordinary circumstances, any urgent items which are not on the agenda may be discussed at that meeting.
- 3.9. The Chairman of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present, then the Vice Chairman will preside. If they are not present, then the first matter on the agenda will be the election of an appropriate Councillor who will Chair the meeting. Whoever is elected to Chair such a meeting will assume the duties of the Chairman for that meeting.
- 3.10. The quorum for the Council will be four Councillors. If there are insufficient members present, then no business will be transacted nor decisions made.
- 3.11. If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the next meeting.
- 3.12. The Council will allow time at each meeting for the County and District Councillors to submit their reports.
- 3.13. Voting at the meeting shall be by a show of hands unless a majority of Councillors present requests a ballot. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business.
- 3.14. In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.
- 3.15. Minutes of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence. The minutes which are circulated will be draft minutes until they are approved by the Parish Council at their next meeting and signed by the person presiding at that meeting.
- 3.16. With regard to planning applications – if there is a personal interest a Councillor will move to the public area to make their statement and then leave the room.

4. Committee Meetings

- 4.1. Committee Meetings shall be held at least quarterly and as soon as possible following the AGM and unless confirmed at the AGM in May, as detailed in section 2 above, committee members may elect a Chairman and, if required a Vice Chairman. Members of the public are invited to attend such meetings and due notice should be given accordingly.
- 4.2. Committee Meetings should be held in a public place and the agenda should be advertised at least 3 clear working days before the meeting.
- 4.3. The quorum for Committee Meetings shall be three councillors with the clerk in attendance.
- 4.4. In addition to an annual Committee Meeting where members of the public can attend, further working group meetings will inevitably be scheduled to deal with day-to-day matters arising as well as internal planning for events etc.

5. Finance

- 5.1. The Responsible Financial Officer (RFO) is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with generally accepted accounting principles and practices.
- 5.2. The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Full Council will review the budget at a Finance and Precept meeting in November each year and submit to NFDC following the November Parish Council Meeting. During the year the budget will be reviewed quarterly against actual expenditure and income. Variances to the budget will be reviewed and discussed by the Finance and Resources Committee and duly minuted with any significant under or over-spends highlighted with any action required to address any discrepancies.
- 5.3. At a Meeting of the Parish Council to which the public are invited, at the time of the agenda being published all information required to authorise expenditure should be made available to Councillors.

6. Accounting and Auditing

- 6.1. The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.
- 6.2. An Internal Auditor will be appointed by the Council to carry out the work required to comply with proper practice as defined in Council regulation. The person appointed will be duly qualified and independent of the operation of the Council
- 6.3. The RFO will complete the annual financial statements of the Council including the Annual Return as soon as practicable after the end of the financial year for submission to the Internal Auditor.
- 6.4. The Finance and Resources Committee shall review the budgets and make its recommendation to the Full Council who will review the Financial Statements each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with generally accepted accounting principles and practices. The Parish Council recognises the advice of the internal auditor in that respect.
- 6.5. The RFO will submit the Annual Return to the duly nominated External Auditor by the notified due date, ensuring the return is complete and accurate.

7. Banking Arrangements and Cheques

- 7.1. The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Finance and Resources Committee. They will be regularly reviewed for effectiveness and validity.
- 7.2. The Chair of each Committee and the RFO will be authorised signatories.
- 7.3. All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Cheques or other form of electronic payment will be completed for all transactions and signed by two authorised signatories, including the RFO, at all times.
- 7.4. Out-of-Pocket and other expenses incurred wholly, exclusively and necessarily on behalf of the Council by the Clerk/RFO and by Councillors will be governed by the provisions laid out in the Financial Regulations.

8. Investments

All cash investments under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO.

9. Contracts and Purchase Orders

- 9.1. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.
- 9.2. Where orders are for a value over £1,000, the Council should obtain a minimum of three quotations.
- 9.3. Where it is intended to enter into a contract exceeding £10,000 for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notices of Council Meetings are given.
- 9.4. All quotations exceeding £1,000 (as referred to in 9.2 above) will require approval by the Full Council to authorise the work; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded; in a situation where a delay in approval may cause risk to the public or to property, approval and authorisation may also be granted with either two of; the Chair, Vice Chair or Committee Chair, after which it will be ratified at Full Council.
- 9.5. In conforming with best practice, all Contractors will produce to the satisfaction of the RFO, all necessary and relevant Insurance and competency documentation.

10. Assets

The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually in conjunction with a health and safety inspection of assets if appropriate.

11. V.A.T.

The RFO will promptly complete any VAT return that is required. Any repayment claim due in accordance with current and appropriate VAT regulations will be made at least annually coinciding with the financial year.

12. Risk Assessment

- 12.1. A risk assessment will be undertaken as required of any relevant activities of the Council.
- 12.2. If the Council undertakes a new activity not covered by an existing risk assessment, a specific assessment will be undertaken before any activity commences.
- 12.3. Regular safety reviews will be undertaken as necessary.

13. Insurance

The Council will review annually the level of insurance cover and ensure it is adequate and appropriate for the activities and assets of the Council.

14. Freedom of Information

The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.

15. Clerk to the Council

- 15.1. The Council will appoint a Clerk to the Council which will be on an employed basis.
- 15.2. The Clerk will act as the Proper Officer of the Council as detailed in their Employment Contract and Job Description.
- 15.3. The Clerk will act as the Responsible Finance Officer (RFO) of the Council.
- 15.4. As an employee of the Council, the Clerk is covered by employment legislation. The Clerk will have a contract of employment stating the terms and conditions under which they are employed. This will effectively be administered by the Chairman of the Finance & Resources Committee acting with the authority of the Council.

15.5. The Clerk will have the use of modest office accommodation provided at the Church Rooms, Deerleap Lane where members of the public are welcome.

16. Committees and Working Groups.

The Council may set up Committees and other Working Groups, the latter which may include Members of the Public, to undertake work on behalf of the Council. The Full Council will set their Terms of Reference and they will report regularly to the Council.

17. Emergency Business

Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council at the earliest opportunity.

18. Alteration or Reversal of previous decisions

Decisions of the Council cannot be reversed for 6 months following their approval.

19. Standing Orders

19.1. These Standing Orders will be considered and reviewed annually at the AGM by the Clerk and the Chairman and any proposed amendments decided by the Council.

19.2. During the course of meetings of the Council, the Chairman's decision as to the interpretation of the Standing Orders will be final.

19.3. The Council may resolve to suspend a specific Standing Order, in order to progress the business of a Council Meeting, such decision to be included in the minutes. The suspension of such a Standing Order under these circumstances will be time-limited to that specific Council Meeting.