



## **Wimborne Minster Town Council**

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To Councillors of the Personnel, Policy and Strategy Committee – Cllrs S Bartlett, C Butter (Town Mayor/Chairman), C Chedgy, D March (Deputy Town Mayor/Vice Chairman), and S Wheeler.

You are hereby summoned to attend the **Personnel, Policy and Strategy Committee Meeting** on **Tuesday 30 August 2022 at 7pm** at the **Committee Room in the Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT**, for the purpose of transacting the following business as detailed on the agenda below.

*Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).*

*Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas, reports and minutes can be viewed on the Council's website [www.wimborne.gov.uk](http://www.wimborne.gov.uk) and requested from the Town Council offices (for contact details see address above).*

*Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk). Members of the public are asked to restrict their comments, and/or questions to three minutes.*

*The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.*

*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

*Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.*

## Agenda

### **1. Apologies**

To receive, consider and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.

### **2. Declarations of interest and dispensations**

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

### **3. Public Participation**

For the public or press to ask questions of the Committee on matters relating to this Agenda.

### **4. Minutes of the Personnel, Policy and Strategy Committee meetings on 19 August 2022.**

To receive the minutes of the previous Committee meeting on 19 August (appendix 1) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).

### **5. Governance**

To review Council's draft Standing Orders (appendix 2) and Scheme of Delegation (appendix 3).

### **6. Date of next meeting (tbc) and close of meeting.**



Louise Harrison, Town Clerk to Wimborne Minster Town Council, 24 August 2022.



**Wimborne Minster Town Council**

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

**Minutes of the Personnel, Policy and Strategy Committee** meeting held on **Friday 19 August at 10.30am** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

**Present:** Councillors: S Bartlett, C Butter (Chairman), C Chedgy, D March, and S Wheeler.  
Officers: L Harrison (Town Clerk).

PPS/2022/024	<b>Apologies for absence</b> None.
PPS/2022/025	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
PPS/2022/026	<b>Public Participation</b> None.
PPS/2022/027	<b>Minutes of the Personnel, Policy and Strategy Committee 8 July 2022</b> A discussion took place around the draft minute reference PPS/2022/018. Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 8 July 2022 be agreed as a true and accurate record of proceedings with one amendment (removal of the proposal and resolution on the Scheme of Delegation) and signed by the Chairman, seconded by Cllr Chedgy and agreed by all. <b>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 8 July 2022 were agreed as a true and accurate record of proceedings with one amendment (removal of the proposal and resolution on the Scheme of Delegation) and were signed by the Chairman.</b>
PPS/2022/028	<b>Minutes of the Personnel, Policy and Strategy Committee 5 August 2022</b> Cllr March proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 5 August 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Chedgy and agreed by all. <b>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 5 August 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</b>
PPS/2022/029	<b>Draft Model Code of Conduct</b> The draft model Code of Conduct was discussed. Cllr Bartlett proposed to approve and adopt the Model Code of Conduct, seconded by Cllr Wheeler and agreed by all. <b>Resolved: The Model Code of Conduct was approved and adopted.</b>

PPS/2022/030	<p><b>Exempt business</b></p> <p>Cllr March proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the disclosure of confidential personnel information, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the press and public were excluded in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the agenda items being considered involved the disclosure of confidential personnel information.</b></p>
PPS/2022/031	<p><b>Draft staff structure, roles and pay scales</b></p> <p>The Committee agreed that the current Town Clerk would retain the RFO responsibility and role.</p> <p>The Committee acknowledged the high number of local government roles in the current labour market, with a high number of local government jobs available compared to higher paid jobs in the private sector.</p> <p>Cllr Wheeler proposed the current job title of Finance Administrator was changed to Finance Manager, remain on 30 hours a week, was moved onto SCP 26-32 inclusive and the current role holder placed on SCP 30, seconded by Cllr Bartlett and agreed by all.</p>
PPS/2022/032	<p><b>Resolved: the current job title of Finance Administrator was changed to Finance Manager, remain on 30 hours a week, moved onto SCP 26-32 inclusive and the current role holder placed on SCP 30.</b></p>
PPS/2022/033	<p>The draft staff structure was discussed. Cllr Wheeler proposed to adopt the draft staff structure with amendments (RFO responsibility remain with the Town Clerk, the Finance Manager hours remain at 30 hours a week, the Deputy Town Clerk hours were to be confirmed, new Events and Community Liaison Officer role created on 20 hours a week, and Cemetery Grounds staff removed), seconded by Cllr Chedgy and agreed by all.</p> <p><b>Resolved: the draft staff structure with amendments (RFO responsibility remained with the Town Clerk, the Finance Manager hours remained at 30 hours a week, the Deputy Town Clerk hours were to be confirmed, new Events and Community Liaison Officer role created on 20 hours a week, and Cemetery Grounds staff removed) was approved.</b></p> <p>The Deputy Clerk role was discussed. Cllr Chedgy proposed the Town Council recommend three options to the Wimborne Cemetery Joint Management Committee (JMC) in relation to the Cemetery Clerk role and report back to the Town Council with a decision within two months:</p> <ul style="list-style-type: none"> <li>(i) Cemetery Clerk role was absorbed into the Town Council Deputy Town Clerk Role and allocated 20-25 hours a week to cemetery duties; or</li> <li>(ii) Cemetery Clerk role was a standalone role separate to the Town Council with the JMC taking responsibility for all Cemetery staff appraisals; or</li> <li>(iii) Cemetery Clerk role was an individual role under WMTC's staff structure, hours to be set by the JMC</li> </ul>

<p><b>PPS/2022/034</b></p>	<p>Seconded by Cllr Wheeler and agreed by all.</p> <p><b>Resolved: the Town council recommended three options to Wimborne Cemetery Joint Management Committee (JMC) in relation to the Cemetery Clerk role and report back to the town Council with a decision within two months: (i) Cemetery Clerk role was absorbed into the Town Council Deputy Town Clerk Role and allocated 20-25 hours a week to cemetery duties; or (ii) Cemetery Clerk role was a standalone role separate to the Town Council with the JMC taking responsibility for all Cemetery staff appraisals; or (iii) Cemetery Clerk role was an individual role under WMTC's staff structure, hours to be set by the JMC.</b></p> <p>The Office Manager role was discussed. Cllr Chedgy proposed a new job description for this role based on the recommendations in the Town Clerks Report and including removal of PA responsibilities and new responsibility for all Town Council income management and administration, pay scale changed to SCP 18- 23 inclusive, the current role holder placed on SCP 20, and remain on 25 hours a week, seconded by Cllr Bartlett and agreed by all.</p>
<p><b>PPS/2022/035</b></p>	<p><b>Resolved: new job description for role of Office Manager based on the recommendations in the Town Clerk's Report and including removal of PA responsibilities and new responsibility for all Town Council income management and administration, pay scale changed to SCP 18- 23 inclusive, the current role holder placed on SCP 20, and remained on 25 hours a week.</b></p> <p>The Events and Community Liaison Officer role was discussed. Cllr Chedgy proposed to create a new role of Events and Community Liaison Officer with responsibility for TM PA, PR/social media, protocol management for civic events and liaison with other groups regarding events, attending events, SCP 18- 24 inclusive, 20 hours a week including weekends, evenings, and bank holiday duties, seconded by Cllr Wheeler and agreed by all.</p>
<p><b>PPS/2022/036</b></p>	<p><b>Resolved: new role of Events and Community Liaison Officer created with responsibility for TM PA, PR/social media, protocol management for civic events and liaison with other groups regarding events, attending events, SCP 18- 24 inclusive, for 20 hours a week including weekends, evenings and bank holiday duties.</b></p> <p>The Grounds Manager role was discussed. Cllr Chedgy proposed to defer decisions around this role until the Town Clerk had undertaken research in liaison with SW Councils regarding lodge agreement and contract of employment and report back to the Committee, seconded by Cllr March and agreed by all.</p>
<p><b>PPS/2022/037</b></p>	<p><b>Resolved: decisions around the Grounds Manager role were deferred for the Town Clerk to undertake research in liaison with SW Councils regarding lodge agreement and contract of employment and report back to the Committee.</b></p> <p>Cllr Chedgy proposed to recommend to Cemetery JMC that the Groundsman at the Cemetery comes under WMTC staff structure with</p>

PPS/2022/038	<p>supervisory responsibility via the Town Council's Grounds Manager to provide resilience for cover, appraisals etc), seconded by Cllr March and agreed by all.</p> <p><b>Resolved: The Town Council recommended to the JMC that the Grounds Manager comes under WMTC staff structure with supervisory responsibility via the Town Council's Grounds Manager to provide resilience for cover, appraisals etc.</b></p> <p>Cllr Chedgy proposed that the current Grounds staff role names were changed to Grounds Operatives, all Grounds Operatives were to be increased to SCP 7-12 inclusive and the current full time Grounds Operative placed on SCP 10 in recognition of independent working and the current part time Grounds Operative placed on SCP 9 in recognition of supervisory requirements, seconded by Cllr March and agreed by all.</p>
PPS/2022/039	<p><b>Resolved: current Grounds staff role names were changed to Grounds Operatives; all Grounds Operatives were to be increased to SCP 7-12 inclusive and the current full time Grounds Operative placed on SCP 10 in recognition of independent working, and the current part time Grounds Operative placed on SCP 9 in recognition of supervisory requirements.</b></p> <p>Cllr Chedgy proposed the Town Clerk was to provide draft job descriptions for the roles discussed in the staff structure review at the Committee's next meeting, which the Committee would then review in 18-24 months once in place with staff, seconded by Cllr Wheeler and agreed by all.</p>
PPS/2022/040	<p><b>Resolved: The Town Clerk was to provide draft job descriptions for the roles discussed in the staff structure review at the Committee's next meeting, which the Committee would then review in 18-24 months once in place with staff.</b></p> <p>Cllr Chedgy proposed the staff structure was to be recommended to Full Council with background information included in terms of the current labour market and staff budget implications for the current and next financial year, seconded by Cllr Wheeler and agreed by all.</p>
PPS/2022/041	<p><b>Resolved: the staff structure was to be recommended to Full Council with background information included in terms of the current labour market and staff budget implications for the current and next financial year.</b></p> <p>Cllr Chedgy proposed the increased pay scales referenced above and approved for staff by the Committee were to be backdated to 01/04/2022, seconded by Cllr March and agreed by all.</p> <p><b>Resolved: increased pay scales referenced above and approved for staff by the Committee were to be backdated to 01/04/2022.</b></p>
PPS/2022/042	<p><b>Town Clerk One month probation appraisal</b></p> <p>The Chairman confirmed the Town Clerk's objectives had been set and 1 month probation had been undertaken and was positive. This was noted by the Committee.</p>
PPS/2022/043	<p><b>Next meeting and close of meeting</b></p> <p>The Chairman requested the Committee review the timings of the meetings. Cllr March proposed the Committee meetings returned to</p>

<b>PPS/2022/044</b>	Tuesday evenings 7pm, seconded by Cllr Wheeler, three in favour and two abstentions. <b>Resolved: The Committee meetings returned to Tuesday evenings 7pm.</b> The Committee agreed to call an extra Full Council meeting on 13 September 2022 7pm to consider the Committee's recommendation (PPS/2022/041). The next meeting of the Committee was confirmed as 30 August 2022 at 7pm and the meeting was closed by the Chairman at 12.40pm.
---------------------	--

Signature of Chairman: .....

Date: .....



## Wimborne Minster Town Council Standing Orders

**Approved and adopted by Wimborne Minster Town Council at Full Council on [insert date],  
minute reference [insert ref].**

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

1. Introduction	page 2
2. Rules of debate at meetings	page 2
3. Disorderly conduct at meetings	page 4
4. Meetings generally	page 4
5. Committees and sub-committees	page 8
6. Ordinary Council meetings	page 9
7. Extraordinary meetings of Council, committees and sub committees	page 11
8. Previous resolutions	page 11
9. Voting on appointments, nominations for Town Mayor and Deputy Town Mayor, and Councillor vacancies	page 12
10. Motions for a meeting that require written notice to be given to the proper officer	page 12
11. Motions at a meeting that do not require written notice	page 13
12. Management of information	page 13
13. Draft minutes	page 14
14. Code of conduct and dispensations	page 15
15. Code of conduct complaints	page 15
16. Proper Officer	page 16
17. Responsible Financial Officer	page 17
18. Accounts and accounting statements	page 17
19. Financial controls and procurement	page 18
20. Handling staff matters	page 19
21. Responsibilities to provide information	page 20
22. Responsibilities under data protection legislation	page 20
23. Relations with the press/media	page 20
24. Execution and sealing of legal deeds	page 20
25. Communicating with County Councillors	page 21
26. Restrictions on councillor activities	page 21
27. Standing Orders generally	page 21



## 1. INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022.

### 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.

Additional reference: Local Government Act 1972, sch 2, para 42 (Subject to the provisions of this Act, a local authority may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders).

### 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.

## 2. 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 chairman 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 chairman 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 chairman of the meeting, is expressed in writing to the chairman.
  - h A councillor may move an amendment to his 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 chairman of the meeting.
  - j Subject to standing order 2(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
  - k One or more amendments may be discussed together if the chairman 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 chairman 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 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 considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
  - q A point of order shall be decided by the chairman of the meeting and his 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 chairman 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 right of reply.

See also 2x.

- t Excluding motions moved under standing order 2(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.
- u Members and member of the public addressing Wimborne Minster Town Council (Council) shall stand when speaking unless permitted by the Chairman to sit.
- v Members shall request to speak by a show of hands, will be invited to speak by the Chairman and address the Chairman.
- w Non-members of Council may address Council or Committee if invited to do so by the Chairman of the meeting.
- x Once a proposal has been made and seconded, the motion will be recorded as passed by a majority show of hands in favour. Abstentions and against votes will also be recorded.

### **3. 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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.

### **4. MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- No dot - applies to all 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 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 (Exempt Business), in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, as extended by s100 of the Local Government Act 1972, on the grounds that an agenda item being considered involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 (for example sensitive information relating to employees or legal privilege). 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. This also applies to Members not on a Committee unless attending on behalf of another Members in a "standing in" arrangement.
- e Members of the public may make representations, answer questions and give evidence at a meeting, which they are entitled to attend, only 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 chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman 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 comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman 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 chairman 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 casting vote whether or not he gave an original vote.

*See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairman 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 vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and

vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present (five) and in no case shall the quorum of a meeting be less than three.**

*See standing order 5d(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 two hours.

y Meetings of the Town Council (also referred to as Full Council) shall normally take place in the Council Chamber and meetings of Committees in the Committee Room, both located at Wimborne Minster Town Hall, 37 West Borough, Wimborne BH21 1LT.

z Every year other than an election year the Town Council shall hold an informal meeting (chaired by the outgoing Mayor until the Mayor-elect is selected when he/she shall then take the chair for the remainder of the meeting) at least three weeks before the Annual Meeting of the Council to choose a Town Mayor elect and Deputy Town Mayor elect; to allocate seats to and agree the Chairmen elect and Vice-Chairmen elect of Committees and to agree appointments to outside bodies. Where these appointments are contested they shall be selected by the Council as a whole (that is to say by those councillors present at the informal meeting subject to Standing Order No 7) by secret ballot if necessary. The results of the Informal Meeting shall be submitted to the Annual Meeting of the Council for confirmation. In an election year the informal meeting for the purposes mentioned above shall be held as soon as possible after the election. See 8c for nominations and voting procedures.

aa Voting at meetings will be by a show of hands, or, if at least two Members so request, by signed ballot (managed by the Town Clerk).

bb If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.

cc Subject to (a) and (b) below the Town Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

a) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their

term of office he may not give an original vote in an election for Town Mayor.

b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

dd After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall, if necessary, include the following:

(i) to read and consider the minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;

(ii) after consideration to approve the signature of the minutes by the person presiding as a correct record;

(iii) to deal with business expressly required by statute to be done;

(iv) to decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received;

(v) to answer questions from Councillors;

(vi) to receive and consider reports and minutes of committees;

(vii) to receive and consider resolutions or recommendations in the order in which they have been notified;

(viii) to authorise the sealing of documents, and

(ix) if necessary, to authorise the signing of orders for payment.

ee If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (see 4d).

## **5. 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 5(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 5(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 seven days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - 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.
- e The current Committee structure of the Town Council comprises the following standard Committees, and Sub-Committees:
- Personnel, Policy and Strategy
  - Resources
  - Recreation and Leisure
  - Planning and Environment
  - Wimborne Cemetery Joint Management
  - Events and community Liaison Sub-Committee

The terms of reference to these Committees and Sub Committees are specified in Council's Scheme of Delegation (including appointments).

- f The Chairman of the Council and Vice-Chairman of the Council shall be ex-officio Members of every Committee with full voting rights.
- g Except where ordered by the Council, business shall not be transacted at a meeting of any Committee unless at least four Members thereof are present. Except where ordered by the Council or by the Committee which has appointed it, business shall not be transacted at a sub-Committee, working group or task and finish group unless at least three Members thereof are present.

## **6. 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 Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman 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 Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council and following the Mayor-Making event, at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);
- 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.
- k. The Annual Town Council Parishioners Meeting shall be held between the first of March and first of June in every year

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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 chairman 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 chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by five members of the committee or the sub-committee, any five members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **8. 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 five 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.

## **9. VOTING ON APPOINTMENTS, NOMINATIONS FOR MAYOR AND DEPUTY MAYOR, COMMITTEE CHAIRMAN AND VICE CHAIRMAN AND COUNCILLOR VACANCIES**

- 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 chairman of the meeting.
- b When a request for a secret ballot is made during a meeting, the decision of the chairman shall be final (see Standing Order 28 d). If the chairman agrees for a secret ballot to take place in relation to voting, the Proper Officer shall administer and manage the process. When voting on appointments nominated members may be asked to vacate the meeting room by the chairman.
- c At the informal meeting of Council (see 4z) any voting for the Town Mayor and Deputy Town Mayor shall be by secret ballot. Other than in an election year, the Town Clerk shall arrange for nomination papers for these appointments to be sent to all Members at least two weeks before the date of the Informal Meeting. Any completed nomination papers shall be returned to the Town Clerk by noon on the Friday before the Informal Meeting is due to take place. In an election year, nomination papers shall be issued on the next day following the election unless there was no poll, in which case the papers shall be circulated as soon as possible.

## **10. 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 seven 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 10(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 seven 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 chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 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.

## **11. 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.

## **12. MANAGEMENT OF INFORMATION**

*See also standing order 21.*

- 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.**

### 13. 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 11(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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 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 13(e) and standing order 21(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.

#### 14. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 4(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he 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 has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 a meeting of the Council, or committee or sub-committee for which the dispensation is required 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 14(d) and (f), a dispensation request shall be considered 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 14(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.**

## 15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the County 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 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman 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 15(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 County 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.**

## 16. 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 4(b) for the meaning of clear days for a meeting of a full council and standing order 4(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 working days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his 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 declarations of acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. receive and record notices disclosing dispensations, pecuniary and non-pecuniary interests;
- ix. 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;
- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. 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);
- xiii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee 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 Planning Committee;
- xvii. keep proper records for all Council meetings;
- xviii. manage access to information about the Council via the publication scheme; and
- xix. 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 24*).

## **17. 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.

## **18. 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 andwhich 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.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is**

**subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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.**

## **20. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel, Policy and Strategy Committee is subject to standing order 12.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel, Policy and Strategy Committee or, if he is not available, the vice-chairman of the committee (if there is one), of absence occasioned by illness or other reason and that person shall report such absence to the Personnel, Policy and Strategy Committee at its next meeting.
- c. The chairman of Personnel, Policy and Strategy Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Personnel Policy and Strategy Committee .

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel, Policy and Strategy Committee or, in his absence, the vice-chairman of the Personnel, Policy and Strategy Committee, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel, Policy and Strategy Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman of the Personnel, Policy and Strategy Committee, this shall be communicated to the Chairman of the Council for resolution by the Full Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

## **21. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

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

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

(Below is not an exclusive list). *See also standing order 12.*

- 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 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.**

## **23. 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.

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

*See also standing orders 16(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 24(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.

## **25. COMMUNICATING WITH COUNTY 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 County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each correspondence sent to the County Council shall be sent to Dorset Council ward councillor(s) representing the area of the Council if agreed by Council or committee and excluding officer to officer in relation to Wimborne Minster Town Council and Dorset Council.

## **26. 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.

## **27. 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 nine councillors to be given to the Proper Officer in accordance with standing order 10.
- 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.
- f Every summons/agenda to attend Full Council meetings shall also be sent to the Councillors

representing the town on Dorset Council.

- g The Clerk for the meeting shall record the attendance of Members in the minutes of each Council or Committee meeting, together with the names of those Members who provided apologies which were accepted by Council of Committee (including reasons given).
- h If a Member fails to attend any meeting of the Council, or a Committee, or a sub-Committee, throughout a period of six consecutive months, then he/she shall cease to be a Member of the Council unless the failure to attend was due to some reason within the terms of Sections 80 and 83 of the Local Government Act 1972 (relating to Members of the armed forces of the Crown), or due to some reason approved by the Council/Committee.
- i Any Member may, at any time, deliver his/her written and signed resignation from office, to the Chairman of the Council, which shall have immediate effect upon receipt. In relation to the Chairman of Council, their resignation will be delivered to the Town Clerk.
- j When attending any formal meeting of the Council or its Committees, Members shall, as a minimum, be dressed in smart casual clothing.

[End]



## Wimborne Minster Town Council Draft Scheme of Delegation

Adopted at Full Council on [insert date], minute reference [insert reference]

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

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees (and Subcommittees if relevant) of Wimborne Minster Town Council (the Council) to act with delegated authority in the specific circumstances, as advised by SLCC's model document 2019. Items in **bold** are a statutory requirement

### 1. Proper Officer and Responsible Financial Officer - duties and powers

#### *1.2 Responsible Financial Officer*

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time (including Financial Regulations).

### 2. Proper Officer

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- receive declarations of acceptance of office;
- receive and record notices from Councillors disclosing interests;
- receive and retain plans and documents;
- sign Notices or other documents on behalf of the Council;
- receive copies of By-laws and other statutory provisions made by Dorset Council;
- certify copies of By-laws made by the Council;
- sign and issue summonses to attend meetings of the Council;
- sign binding contracts on behalf of the Council in accordance with the Standing Orders;
- **give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
- **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office;**

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- the day-to-day administration of Council services, together with routine inspection and control;

- day to day supervision and control of all staff employed by the Council;
- authorisation of routine expenditure within the agreed budget;
- emergency expenditure up to £3,000 outside of the agreed budget as per Council's Financial Regulations in consultation with the Chairman and Vice chairman of Council or the Chairman/Vice Chairman of the appropriate Committee if the Council Chairman/Vice Chairman is unavailable;
- authorise the making of payments on behalf of Council in line with the Council's Financial Regulations;
- authorise the procurement of services and enter into contracts for the execution of works or supply of equipment as authorised by Council or its Committees and in line with Council's Financial Regulations;
- undertake the Annual Accounting Governance and Statement process with the internal and external auditor and Council;
- as Council's Health and Safety named representative take such action as is necessary to ensure the safety and security of Council's properties and those who use them, and
- to take such action as is necessary to fulfil their duties, as governed by Council's Standing Orders.

2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

2.4 In the absence of the Town Clerk/RFO, these duties shall be delegated to the Deputy Clerk.

### 3. Town Council

3.1 The following matters are reserved to the Town Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- setting the precept;
- borrowing money;
- power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the current budget;
- making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation including to delegate to the committee powers and duties in accordance with their approved Terms of Reference or to Officers.;
- making, amending or revoking by-laws;
- making of Orders under any statutory powers;
- decide matters of principle or policy;
- nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- any proposed new undertakings;
- the appointment of the Town Mayor;
- prosecution or defence in a court of law;
- nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish of Wimborne, excluding those matters specific to a committee;
- approving the annual return;
- review and confirm Council's eligibility to exercise the General Power of Competence (every three years or as required due to councillor and/or Clerk changes);
- to set dates of meetings of the Council and its Committees;
- to oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents;

- receipt of reports to the Council from various Committees, Sub-Committees and Working Parties;
- to authorise the sealing of various documents with the Common Seal;
- consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents not appropriate for delegating to Committee's;
- the appointment and dismissal of the Town Clerk/RFO role, and
- any other matters not delegated to a Committee, Sub-Committee or Project Steering Group or Working Party or referred to the Council by a Committee, Sub-Committee, or Project Steering Group or Working Party.

#### 4. Standing Committees

Wimborne Minster Town Council has appointed a number of Committees to undertake work for and on behalf of Council. The specific responsibilities of each Committee are confirmed by Terms of Reference detailed below and confirms membership and number of seats, frequency of meetings, remit of each Committee and reporting structure, and delegated authority.

The Town Mayor and Deputy Town Mayor are ex-officio members of all Committees as per Council's Standing Orders and as such have voting rights.

All Committees are subject to the following principles:

- delegated powers are exercised in accordance with any policy or direction given by Council;
- delegated powers are subject to the Council's Standing Orders and Financial Regulations;
- any unresolved differences between Committees shall be referred to Full Council for determination;
- Committees will refer to Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Wimborne Minster parish;

4.1 *The Personnel, Policy and Strategy Committee* shall meet six times a year (bi-monthly), shall consist of ~~five~~ Members, have a quorum of ~~four~~ ~~three~~, and be delegated to make decisions on behalf of the Council in the following matters:

- to examine, review, implement and develop, on behalf of Council, various policies, procedures, new projects and strategies relating to Council including HR policies in consultation with staff;
- community engagement on issues linked to the purpose of this committee including partnership ~~working~~;
- consider civic activities/local democracy matters;
- make resolutions to the Council regarding town twinning;
- make recommendations to Council on the annual staffing budget;
- determine staff conditions of service including salary scales, working conditions, employee assessments and evaluations and make budget recommendations to Council in October;
- consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks;

**Commented [LH1]:** You will need to increase the membership if Members are not happy with a meeting taking place with three Members?

**Commented [LH2]:** Three for five and under, four for seven re quorum

**Commented [LH3]:** If the Sub committee (Events and Community Liaison goes ahead) this bullet point will need amending



- maintain the staffing levels necessary to efficiently discharge the work required by Council, review staffing requirements when required and make recommendations to the Council;
- review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment;
- maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct;
- oversee staff and Member development including identify training opportunities and ensure that all training needs are met;
- ensure adequate oversight of recruitment of other members of staff, in a manner to be determined by the Committee and Town Clerk;
- ensure hearings for Grievance, Disciplinary and Capability matters are dealt with in accordance with the Councils Grievance and Disciplinary Procedure (only reporting to Council when the time for any Appeal has passed);
- where appropriate, appoint a panel (see below – *Personnel Sub Committee*) to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary and if appropriate seek outside professional assistance in order to conclude a disciplinary or grievance matter;
- manage the selection process for the recruitment of the Town Clerk/RFO, and make recommendation for appointment to The Council as required including budget requirements;
- review the town Mayor's appraisal of the Town Clerk's performance;
- receive the Town Clerk's annual appraisal of staff members performance and consider the award of bonuses when appropriate and in good time for the following years budget;
- oversee the development of policies and processes with respect to Health and Safety at work and other relevant regulations that fall within the remit of the Committee;
- recommend to Council any new posts, or changes to posts including terms and conditions, which would have implications for the budget, and
- overall performance and welfare of the staff (delegating the day-to-day line management to the Town Clerk) and receive reports from the Town Clerk (e.g., sickness, leave, flexible leave requirements, OH issues, TOIL and overtime).

Wimborne Minster Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE and is committed to working with accredited trade unions to promote a good working relationship with its staff.

A *Personnel Sub-committee* shall be convened to keep confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Sub-committee must agree to undertake training in these matters. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.

4.3 *The Resources Committee* shall meet six times a year (bi-monthly), shall consist of seven Members, have a quorum of four, and be delegated to make decisions on behalf of Council in the following matters:

- review finance policies and procedures, and make recommendations for any changes if needed;
- to consider and review the financial administration of Council business including internal controls and make recommendations to the Council (with the exception of those at paragraph 3.1 above);
- oversee the preparation of the annual budget for consideration by Council and update a 5-year forecast of income and expenditure of the Council on continuing services;
- make a recommendation to Council regarding the setting of the precept in time for its annual budget setting meeting each year;
- monitor the annual budget of the Council and report to the next Council meeting any concerns that the Council may exceed its full year total expenditure budget including a review of debtors and agree necessary action agree variances to the annual estimates where necessary;
- ensure that the annual audit occurs and the financial reports are prepared in accordance with any accounting, audit and statutory requirements;
- to consider and make recommendation to Council on the approval of the annual accounts for audit;
- to consider, review and make recommendations on the appointment of the internal auditor regularly (every three to five years) and review performance;
- to receive and approve a schedule of payments and review bank reconciliation and bank statements at a minimum quarterly;
- receive and approve changes to charges;
- review Council's Financial Risk Strategy and Assessment annually including insurance requirements;
- agree virements between approved budget headings;
- review and make recommendations to the Council on the use of General and Ear Marked Reserves;
- consider drafting, negotiating and renewing leasing/licensing agreements/terms and conditions for all Council property and land and make recommendations to the appropriate Committee and/or Council;
- maintain the exterior and structural fabric of all Council buildings/structures;
- obtain three quotes/tenders for any expenditure item over £2,500;
- consider the securing and security of property and land relevant to the Committee;
- consider the renewal of leasing/licensing agreements and make proper resolution to Council if it is not felt appropriate to continue such an agreement;
- to maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry;
- review all pricing charges associated with Council services and facilities annually as recommended by Committees;
- consider and agree Grant Aid requests in line with Council's Grant Aid Policy;
- make recommendations to Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies;
- make recommendations to Council regarding the prosecution or defence of any legal proceedings;
- make recommendations to Council for the use of powers to acquire by agreement, to appropriate, to dispose of land;
- make recommendations to Council for the use of its powers to promote a lottery;
- make recommendations to the Council for the use of its powers to accept gifts, including land;
- make recommendations to the Council regarding the future provision of civic regalia;

**Commented [LH4]:** This bullet point needs to correspond to your Fin Regs. Current Fin Regs give me delegated authority for spend max £1,500.

**Commented [LH5]:** New bullet point

- agree the use by any other organisation of the Town Crest, and
- consider any other matter referred to the Committee by Council.

4.4 *The Recreation and Amenities Committee* shall meet six times a year (bi-monthly), shall consist of seven Members, have a quorum of four, and shall be delegated to make decisions on behalf of the Council in the following matters:

- provision, maintenance, management, marketing and service function of Council ~~property/buildings, land, recreation areas,~~ recreation areas and street furniture and to work within the individual delegated authority budget;
- consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations to encourage the use of sport and leisure activities for the benefit of the residents and visitors of Wimborne Minster parish;
- maximisation of the use of the present Council recreational facilities;
- maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes;
- monitor and undertake regular inspections of ~~Council's land and buildings~~ recreation areas and street furniture, report back to Committee, carry out improvements within budgetary provision and recommend to Council any matters outside this budgetary provision;
- consider the securing and security of ~~all Council property and land~~ recreation areas and street furniture and make recommendations to the appropriate committee or Council;
- ensure Council complies with the requirement of covenants etc. on each area;
- develop management plans for the future needs of each area and submit to the Resources Committee an annual budget estimate of income and expenditure;
- review tree surveys for all areas and approve a schedule of recommended management work
- acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee;
- liaise with allotment holders and inspect plots regularly;
- community safety and CCTV liaison with partners including Dorset Police and Wimborne BID;
- aspects of Health and Safety that fall within the remit of the Committee and report any issues back to the Resources Committee;
- review the level of fees and charges of the Committee's functions and make recommendations to the Resources Committee;
- active encouragement and promotion of the arts in Wimborne Minster parish, and
- liaison with Wimborne in Bloom and other similar organisations.

4.5 **Draft Planning and Environment Committee** shall meet as required to meet consultation deadlines, shall consist of seven Members, have a quorum of four, and shall be delegated to make decisions on behalf of the Council in the following matters:

- to make responses on behalf of Wimborne Minster Town Council comment on all planning applications for licensing or development as received from the Planning Authority (Dorset Council) in and outside Wimborne Minster Town Council area (including listed building, conservation area consents, consents for advertisement displays etc) and appeals ;
- consider any request for pre-application discussions with any developer and make a response on behalf of Council;

- review planning policy and procedure make recommendations to Council to ensure that the council is able to meet any additional requirements of the planning process;
- respond to consultation documents regarding tree preservation and other matters regarding general land development;
- consider all appeals against planning refusal by Dorset Council within Wimborne Minster Town Council area and with an ability to submit comments to the Planning Inspectorate;
- respond to street naming requests;
- any other matter which may be delegated to it by Council from time to time;
- to comment on behalf of Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate;
- liaise with partner agencies regarding highways, footpaths and waterways issues;
- comment on traffic management and road safety issues;
- consult with Wimborne BID and other relevant bodies with similar interests, including other town and parish councils and consideration of their recommendations;
- to monitor on behalf of Council the tidiness of the town, and
- to be responsible to Council for any action in respect of conservation and the environment.

#### 4.6 *Draft Wimborne Cemetery Joint Management Committee*

This Committee has been established by separate constitution, has five Members representing Colehill Parish Council (two Member's), Wimborne Minster Town Council (two Member's) and Shapwick and Pamphill Parish Council (one Member), a quorum of three, and has the following responsibilities:

- to abide by their respective Council's Code of Conduct and Standing Orders;
- to perform the function of a burial authority for the parish Councils of Colehill, Pamphill and Shapwick, and Wimborne Minster Town Council in relation to the improvement, maintenance and management of the cemetery ground and buildings at Wimborne Cemetery;
- reviewing the level of fees and charges annually;
- maintenance and upkeep of all vehicles, plant machinery and equipment used for grounds and building maintenance purposes;
- maintain and keep safe burial registers and other appropriate records and communication;
- consider and agree an annual budget of estimated income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast;
- consider all aspects of financial administration including finance policies and procedures (such as banking arrangements, investments, reserves, internal controls);
- authorise payments and review bank reconciliation and bank statements at a minimum quarterly;
- monitor the annual budget for the Committee including a review of debtors and agree necessary action agree variances to the annual estimates where necessary;
- ensure that the annual audit occurs and the financial reports are prepared in accordance with any accounting, audit and statutory requirements;
- delegated authority for the Clerk to spend £1,000 as is necessary for the proper management of the Cemetery (expenditure exceeding this amount will be authorised by the Committee);
- obtain three quotes/ tenders for any expenditure over £1,000 except for utility items, contracts, and other items authorised by the Committee;
- supervise and review the annual management plan for the site;
- all aspects of Health and Safety;

- all aspect of employment law compliance and HR management including policies and procedures, recruitment, training, changes to roles, performance and welfare matters.

5. There are no other Standing Sub-committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

6. Working Groups/Parties

6.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

7. Delegation - Limitations

7.1 Committees and Sub Committees shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

[End]