

## Full Town Council

**To:** All Town Councillors

**Copies:** **County Councillors** – Ferguson, Prentice, Seef & S Taylor  
**District Councillors** – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor, Welton & S Taylor  
**Town Councillors** – not a member of this committee  
**Local Press, Town Council Website & Noticeboard**

**Agenda** for the meeting of the **Town Council** to be held on **Tuesday 28<sup>th</sup> May** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Full Town Council are hereby summoned to attend this meeting to consider the following business.**

C Robson  
**Town Clerk**

**1 Apologies for Absence**

To receive and note councillor's apologies.

**2 Declarations of Interest**

To receive from councillor's declarations as to disclosable pecuniary interests and/or non-statutory disclosable interests along with the nature of those interests in relation to any agenda item of this meeting.

**3 Minutes**

Members to approve the following minutes as a true and accurate record:  
Annual Council Meeting held on 8<sup>th</sup> May 2024.

Attachment 1

**4 County and District Councillor Reports**

To receive verbal updates or reports from County and District Councillors on matters of significance to St Neots.

## 5 Committee Minutes

To receive and note draft minutes of meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere;

- |   |              |
|---|--------------|
| i) Planning Committee held on 7 <sup>th</sup> May 2024                    | Attachment 2 |
| ii) Environment and Emergency Committee held on 7 <sup>th</sup> May 2024  | Attachment 3 |
| iii) Operations and Amenities Committee held on 21 <sup>st</sup> May 2024 | Attachment 4 |
| iv) Finance and Governance Committee held on 21 <sup>st</sup> May 2024    | Attachment 5 |

**RESOLVED to RECOMMEND** that if the Town Council is minded to provide any further funding to meet the £15,000 shortfall in the Revamp the Ramp St Neots Skatepark enhancement project that funding is allocated from the Council's CIL reserves.

Agenda Item 7

**RESOLVED to RECOMMEND** that Farm and Craft Market pitch fees are paused until January 2024 when the matter of pitch fees and status of Market Square works will be reconsidered by the Finance and Governance Committee.

Attachment 6

**RESOLVED to RECOMMEND** that the Council release £24,495.60 from £70,759 earmarked reserves for play park provision for the purchase and installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhill's play area.

Attachment 7

## 6 Revamp the Ramp – Ramp Refurbishment Project Funding

To receive and consider a status report from the Town Clerk and recommendation from the Finance and Governance Committee in relation to a funding request from Revamp the Ramp CIC on a project to enhance the St Neots Skatepark.

Attachment 8

## 7 Standing Orders

**RECOMMENDED** that the Council agrees to continue with the current Town Council Standing Orders without any amendments or changes until such time as the Town Clerk or Council wishes to make changes.

Attachment 9

## 8 Scheme of Delegations

**RECOMMENDED** that the Council approves the Committee Scheme of Delegation for the Council year 2024-25.

Attachment 10

## 9 Committee Membership

To appoint members of standing committees in accordance with the Council's Standing Orders and Scheme of Delegations.

Members are asked to consider nominations and appoint Members to the following committees for the 2024-25 Council year;

- i) Finance and Governance Committee (Minimum 7 Members)
- ii) Environment and Emergency Committee (Minimum 7 Members)
- iii) Operations and Amenities Committee (Minimum 7 Members)
- iv) Personnel Committee (Minimum 7 Members)
- v) Planning Committee (Minimum 7 Members)
- vi) Promotion and Events Committee (Minimum 7 Members)

## 10 Appointment of Committee Chairpersons

To receive nominations and appoint Chairpersons to the following committees for the 2024-25 Council year;

- i) Finance and Governance Committee
- ii) Environment and Emergency Committee
- iii) Operations and Amenities Committee
- iv) Personnel Committee
- v) Planning Committee
- vi) Promotion and Events Committee

To note that Committees will elect the Deputy Chairperson of each committee at the first committee meeting in line with the Council's Scheme of Delegations.

## 11 Appointment of Representatives to Outside Bodies

To approve the appointment of Representatives to Outside Bodies.

Attachment 11

## 12 Financial Regulations

To approve the resolution "This Council delegates the review of the Financial Regulations to the Finance and Governance Committee with any proposed amendments or updates to be brought to the Council for approval."

Attachment 12

## 13 Bank Signatories

- i) To agree the signatories for the 2024/25 Barclays bank mandate on behalf of the Council.

Current signatories;

- Cllrs Chapman, Goodman, Kumar, Pitt
- Town Clerk, Deputy Town Clerk, RFO

- ii) To agree to add the Town Clerk and an additional Councillor as signatories to the CCLA account.

Current signatories;

- Cllr Chapman & RFO

**14 Payment Approvals**

Payments of over £2,000, excluding regular payments, must be approved by two out of three nominated Members.

1. Chairperson of the Council
2. Chairperson of Finance & Governance Committee
3. One other member of the Finance and Governance Committee.

To seek nominations and appoint a third Member to approve payments.

**15 Annual Subscriptions to Outside Bodies**

To consider, note and raise any queries regarding Council subscriptions to outside bodies and their renewal dates. Attachment 13

**16 Insurance Cover**

- i) To receive confirmation from the Responsible Financial Officer that the Council has in place arrangements for insurance cover in respect of all insurable risks. Attachment 14
- ii) To approve the resolution “The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2024 to 2025”.

**17 Policies and Procedures**

To approve the resolution that “This Council accepts its current adopted policies and procedures and delegates the review of all policies and procedures to the Finance and Governance Committee for approval by Full Council.”

**18 Calendar of Meetings**

To note the calendar of Council Meetings for the Civic Year 2024 to 2025 as approved by the Council on 30<sup>th</sup> January 2024. Attachment 15

**19 Summons to Meetings**

To approve the resolution that “St Neots Town Council Members consent for the summons to meetings to be transmitted in electronic form to a designated town council electronic address”. Hard copies of agendas will continue to be available as requested by individual councillors.

**20 General Power of Competence (GPC)**

Recommended that the Council resolves that it continues to meet the criteria for eligibility relating to its Electoral Mandate and qualified Clerk for the powers of the General Power of Competence. Attachment 16

**21 Strategic Plan**

To consider and adopt the principles of the draft Strategic Plan document which will be used for the basis of further development of the Council's objectives and priorities.

Attachment 17

**22 Reports from Councillors on Outside Bodies**

To receive reports from Councillors that act as representatives on outside bodies.

**23 Register of Interest Forms**

Members are reminded that it is the responsibility of individual Councillors to ensure that Register of Interest forms are kept reviewed and up to date. Members should ensure that any appointments made by the Council to outside bodies are reflected in ROIs.

Register of Interest forms can be found on Huntingdonshire District Council's website;

[form-c-town-or-parish-council-member-lga-disclosable-pecuniary-interests.docx \(live.com\)](#)

**24 Date of Next Meeting**

To note the date of the next Council meeting will be 25<sup>th</sup> June 2024.

## Annual Town Council Meeting

**Present:** Cllrs Simonis (Chair) Banks, Bolanz, Chapman, Collins, Cooper-Marsh, Crompton, Dundas-Todorov, Goodman, Hitchin, Macnab-Grieve, Mascarenhas, Maslen, Pitt, J Smith and S Smith

**Absent:** Cllrs Dunford, Johnson, Kumar, Pitt and Terry

**In attendance:** Town Clerk, Deputy Town Clerk

Minutes of the **Annual Meeting of St Neots Town Council** held on **8<sup>th</sup> May 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There were approximately 120 members of the public present.

### ACTIONS

#### 001 Election of the Chairperson of the Council (Town Mayor)

The Chairperson asked for nominations for the position of Chairperson/Mayor for the 2024-25 Council year.

Admin

Cllr Richard Slade was proposed and seconded  
Cllr Justin Cooper-Marsh was proposed and seconded

The Chairperson proceeded to a vote.

**RESOLVED** that Cllr Richard Slade be elected Mayor for the 2024-25 council year.

#### 002 Chairman's Declaration of Acceptance of Office

Cllr Richard Slade read aloud and signed the Statutory Declaration of Acceptance of Office.

#### 003 Vote of thanks to the retiring Chairperson

Members resolved a vote of thanks to the retiring Chairperson Cllr Robert Simonis.

#### 004 Election of Deputy Chairperson of the Council (Deputy Mayor)

The Chairperson asked for nominations for the position of Deputy Chairperson/Deputy Mayor for the 2024-25 Council year.

Cllr Robert Simonis was proposed and seconded.  
Cllr Justin Cooper-Marsh was proposed and seconded.

The Chairperson proceeded to a vote.

**RESOLVED** that Cllr Robert Simonis be elected Deputy Mayor for the 2024-25 council year.

**005 Deputy Chairman's Declaration of Acceptance of Office**

Cllr Robert Simonis read aloud and signed the Statutory Declaration of Acceptance of Office.

**006 Apologies for Absence**

Apologies were received and noted from Cllrs Dunford, Johnson, Kumar, Pitt and Terry.

**007 Declaration of Interest**

There were none.

**008 Minutes of Council Meetings**

**RESOLVED** to approve the minutes of the Full Council meeting held on 30<sup>th</sup> April 2024 as a true and accurate record.

**009 Matters Deferred**

**RESOLVED** to defer the following items which are set out within the Council's Standing Orders for review at the Annual Council Meeting to the next meeting of the Full Council;

- i) Appointment of membership to committees
- ii) Appointment of Committee Chairpersons
- iii) Appointment of representatives to outside bodies
- iv) Review of Scheme of Delegation
- v) Review of Standing Orders
- vi) Review of annual subscriptions
- vii) Confirmation of Insurance Policies

**010 Date of Next Meeting**

Members noted that the date of the next Full Town Council meeting would be 28<sup>th</sup> May 2024 at 7:15pm.



## Planning Committee

**Present:** **Committee Members**  
Cllrs Slade (Chairperson), Collins, Pitt, Maslen and Terry

**Absent:**

**In Attendance:** Deputy Town Clerk, Senior Administrator

**Minutes** of the meeting of the **Planning committee** held on **Tuesday 7<sup>th</sup> May 2024** at **6.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

- |  | <b>ACTIONS</b> |
|--|----------------|
| <b>296 Apologies for Absence</b><br>Apologies were received and noted from Cllrs Dunford and Kumar.  |                |
| <b>297 Declarations of Interest</b><br>None declared.  |                |
| <b>298 Minutes</b><br><b>RESOLVED</b> to approve the minutes of the Planning Committee meeting held on 23 <sup>rd</sup> April 2024 with the comment for application S7 on the schedule of plans amended to read as follows: Layout and density of building and Scale of the development.   | Admin          |
| <b>299 Public Participation</b><br>None present.   |                |
| <b>300 Schedule of Current Planning Applications</b><br>Members considered the schedule of planning applications, and their responses are appended to these minutes.   | Admin          |
| <b>301 Town and Country Planning Act 1990 Sections 78</b><br>Members noted the communication from Huntingdonshire District Council on appeals against the decision of the Local Planning Authority to refuse planning permission for the following development: <ol style="list-style-type: none"><li>1. Planning Application Ref: 23/00774/FUL at 2 Queens Court, Eaton Socon, St Neots.</li><li>2. Planning Application Ref: 23/01035/FUL at 11 Popham Close, Eaton Socon, St Neots.</li></ol> |                |
| <b>302 Development Management Committee</b><br>There were no updates to provide.   |                |

**COMMITTEE CHAIRPERSON**



SNTC Planning Responses - 7<sup>th</sup> May 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/00712/LBC	<b>Mrs Marg Harris</b> <b>33 Church Street St Neots PE19 2BU</b> Regularisation of the removal of an internal redundant chimney.	<b>Support</b>	Subject to agreement from HDC Conservation Officer.
The following application/s are in a conservation area				
S2	24/00660/HHFUL	<b>Marion Jones</b> <b>Rose Cottage 2 Shaftesbury Avenue St Neots</b> Erection of a single storey side extension	<b>Support</b>	Improves the property. Fits in with local street scene
S3	24/00696/TREE	<b>Thomas - 18 River Terrace St Neots PE19 2BG</b> NT1 (TPO T2) Fell as the only option to prevent direct damage to quayside wall. Replacement is not possible so we request the obligation is dispensed with on this site.	<b>Support</b>	Subject to the approval of HDC Tree Officer and that they investigate a suitable replacement of a different species.
S4	23/01996/FUL	<b>Churchill Retirement Living</b> <b>26 Cambridge Street St Neots PE19 1JN</b> Redevelopment for retirement living accommodation comprising 57 apartments, 16 cottages, including communal facilities, access, car parking, landscaping, and associated works	<b>Support</b>	It was noted by members that there were still no highways or bin management reports available to view.
All other applications				
S5	24/00545/HHFUL	<b>Mr &amp; Mrs Dobbin</b> <b>103 Potton Road Eynesbury St Neots</b> Ground Floor Rear Extension & New pitched roof with dormer	<b>Support</b>	We consider that the proposal would assimilate itself to the existing part of the town.
S6	24/00618/FUL	<b>Mr Glenn Draper – Henkel Solvent Building 5 Cromwell Road Eynesbury</b> Installation of replacement emergency ventilation system and associated ductwork.	<b>Support</b>	No additional comments.
S7	24/00681/HHFUL	<b>Alexa Chi Ngai Ding</b> <b>43 Orchard Close Eaton Ford St Neots</b> Erection of single storey front and rear extension and loft conversion with front and rear dormers	<b>Support</b>	Makes efficient use of its site.

SNTC Planning Responses - 7<sup>th</sup> May 2024

No.	Reference	Development	SNTC Decision	Notes
<b>S8</b>	24/00669/HHFUL	<b>Mr &amp; Mrs Barnes</b> <b>Cornerways Orchard Road Eaton Ford</b> Erection of porch extension to the front and new side extension to garage including rebuilding existing garage.	<b>Support</b>	Minimum impact on neighbours. Satisfactory proposal in terms of scale and pattern of development.
<b>S9</b>	24/00413/HHFUL	<b>Mr &amp; Mrs Mike Leonard</b> <b>10 Whistler Road Eaton Ford St Neots</b> Single storey rear extension and alterations.	<b>Support</b>	Within a sustainable location. Fits in with local street scene.
<b>S10</b>	24/00713/TREE	<b>Mr Ryan Foreman</b> <b>St Neots Fire Station Huntingdon Street St Neots PE19 1DU</b> T921 Sycamore - brace 3 stems with 3 runs of 4 tonne Cobra bracing to support weak unions T933 Silver Birch - remove, tree in decline T931 Silver Birch - prune back to kerb edge to ensure vehicular clearance to Ambulance Station T935 Beech - install 1 run of 4 tonne Cobra bracing to support weak union	<b>Support</b>	Subject to approval by HDC Tree Officer.

Chairperson

## Environment & Emergency Committee

**Present:** Committee Members  
Cllrs Pitt and Slade

**In Attendance:** Deputy Town Clerk, Environmental Project Officer

**Absent:** Cllrs Bolanz, Cooper-Marsh, Dunford, Goodman, Macnab-Grieve, Pitt and Slade

**Minutes** of the meeting of the **Environment & Emergency committee** held on **7<sup>th</sup> May 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There were no member of the public present. No member of the public wished to address the Council.

### Apologies for Absence

Apologies for absence had been received from Cllrs Bolanz, Cooper-Marsh, Dunford, Goodman, Macnab-Grieve.

### ACTIONS

The Meeting was inquorate and therefore did not take place.

COMMITTEE CHAIRPERSON

## Operations & Amenities Committee

**Present:** Cllrs Goodman (Chairperson), Banks, Bolanz, Chapman, Cooper-Marsh, Dunford, Johnson and Maslen.

**In attendance:** Town Clerk, Operations Manager

**Absent:** Cllr Collins, Hitchin

**Minutes** of the meeting of the **Operations & Amenities committee** held on **Tuesday 21<sup>st</sup> May** at **6.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There were no members of the public present.

### ACTIONS

#### 119 Apologies for Absence

Apologies were received and noted from Cllrs Collins and Hitchin.

Admin

#### 120 Declarations of Interest

There were none.

#### 121 Minutes

Members **RESOLVED** to approve the minutes of the meeting of the Operations and Amenities Committee held on 16<sup>th</sup> April 2024 as a true and accurate record.

Admin

#### 122 Action list

Members received the committee action list. The following key updates were received;

#### LHI Applications 2023/24

The Crosshall Road consultation had resulted in the majority of responses voicing support for the scheme. The final decision on implementing the scheme sits with the County Council Ward Member and the Highways Traffic Manager. It looks likely the scheme will go ahead but some further amendments are being considered in relation to points raised during the consultation.

#### Public Toilets

- It was noted that the estimated timeframe for HDC's delivery of the Changing Places toilet at Riverside was the end of June.
- The Operations Manager had received costs for redecorating internal and external past of the South Street toilets and would be progressing work under delegated budgets. Quotes would also be sought for Tebbutts Road toilets.

- The Town Clerk commented that he hoped to have a draft lease with HDC for the public toilets ready to bring to Committee in June 2024.

### **Cemetery Land**

The Clerk had made contact with Highways England in regard to potential opportunities for land resulting from the A428 works which might be able to provide future allotment land. The Clerk would continue to pursue the opportunity.

## **123 Allotments**

Members received and considered a report from the Town Clerk on allotment fees and security. The Committee had previously resolved to increase allotment fees by a significant percentage. Officers had received feedback from allotment holders on the level of increase and in the case of Cemetery Road the lack of site security and fencing. Members noted that allotment fees had been increased by a substantial percentage based on the principle of a large one off increase to recognise increases in general maintenance, administration and water costs rather than very small annual increases.

Members considered a query from officers as to whether they would like officers to investigate fencing options for the site, initial quotes put the cost of work in the region of £15,000.

Members commented that the level of income generated from allotments was small and the cost of installing fencing at one site was significant and unbudgeted. Members felt would be difficult to justify the expenditure as it would not fully secure the site. **RESOLVED** that officers do not further investigate costs for fencing the Cemetery Road allotment site at this time based on financial viability. That the Operations Manager investigates planting options to improve the perimeter hedge and any gaps within it.

## **124 Play Park Improvements**

Members received and considered a report from the Town Clerk which included a recommendation from the Play Park Working Group that the Committee recommend that the Council use funds held in earmarked reserves for play equipment to install an inclusive seesaw previously identified for inclusion in the Brickhill's play park enhancement scheme.

The two key priorities for play park investment highlighted by the Working Group were the inclusive seesaw, thereby finishing the Brickhills play investment and the creation of a new play park in Eaton Ford to address gaps in play provision. It was noted that the available reserves held would not be sufficient for a new play park, but use of some of the reserves would allow the Brickhills project to be concluded.

**RESOLVED to RECOMMEND** to the Finance and Governance Committee that the Council release £24,495.60 from £70,759 earmarked reserves for play park provision for the purchase and installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhill's play area.

#### 125 Steve Van de Kerkhove Community Hub

- i) **RESOLVED** that the Deputy Town Clerk register the former St Johns Building along with the former Red Cross building as the Steve Van de Kerkhove Community Centre.

**RESOLVED** that the Deputy Town Clerk applies for direction signage to the building as "Steve Van de Kerkhove Community Centre" and should this wording be too long for the signage, that it be "Steve Van de Kerkhove Centre"

- ii) Members received and noted a report from officers which advised the Local Planning Authority required a full planning application for tarmacking of the access track at the Steve Van de Kerkhove Community Centre and that this may result in an increase in costs as a result of any conditions put on the permission, such as use of permeable tarmac.
- iii) Members noted an update from the Town Clerk on a proposed longer lease for one of the buildings with the Mans Cave. This required further work and the establishment of a rental figure and would be circulated to Members for comment.

#### 126 Jubilee Garden

Members received and noted a report from the Town Clerk on Jubilee Garden. A number of maintenance matters had been highlighted and these would be progressed as the priority for the site, with further investigation around other potential enhancements that had been identified by Councillors.

Key maintenance matters to be addressed;

**Flower Beds** - Adding membrane where practical may help reduce weed growth.

**Flower Beds** - More robust planting to be considered to address vandalism.

**Jubilee Bench** - Missing bolt securing the Jubilee bench to be replaced.

**Brickwork/Paving** - Brickwork to be power washed.

**Mosaic** - Operations Manager to work with mosaic artist to restore mosaic tiles and consider measures that can be implemented to prevent repeated damage through foot traffic, weather or vandalism. Covering with an appropriate resin to be investigated by artist.

**Commemorative Plaques** - Plaques to be identified and installed marking both events to be brought forward.

**Information Board** - Replacement with watertight notice board and printing and renewal of contents.

**Gravel Areas** - Gravel areas to be reinstated to prevent movement of stones under benches and borders.

**Iron Work** - Current iron work including benches will be left in position and repainted.

#### **127 Tree Works**

Members noted that priority tree works identified as part of the Council external tree stock inspection had now been completed. There were some follow up matters the Operations Manager would be addressing with the contractor and the next round over required works would start in autumn 2024.

Work to fell a tree at Eynesbury Village Green which had a deep cavity would be carried out in August 2024.

#### **128 Play Park Annual Inspection**

Members received and noted the findings of the annual ROSPA play park inspections. It was noted that there were no 'high' or 'very high' risk recommendations and that the Operations Manager would be addressing those medium risk recommendations as a priority.

#### **129 Date of Next Meeting**

Members noted that the date of the next Operations and Amenities Committee would be on 11<sup>th</sup> June 2024 at 7.15pm.

COMMITTEE CHAIRPERSON

## Finance & Governance Committee

**Present:** Cllrs Banks, Chapman, Goodman, Cooper-Marsh (Chair), Maslen, and Pitt

**Absent:** Cllrs Collins, Hitchin, Kumar

**In attendance:** Town Clerk, Responsible Finance Officer

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 21<sup>st</sup> May 2024** at **7.30pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There were three Members of the public present.

A Member of the public addressed the Council on agenda item 7 Farm and Craft Market Fees. The resident commented that the report provided for Members consideration stated that potential loss for not charging pitch fees would be £4,000, but that this was based on 21 stalls being present which the resident said has never being the case.

### ACTIONS

**146 Apologies for Absence**

Apologies were received and noted from Cllrs Collins, Hitchin and Kumar.

Admin

**147 Declarations of Interest**

There were none.

**148 Minutes**

**RESOLVED** to approve the minutes of the 23<sup>rd</sup> April 2024 as a true and accurate record subject to amending to state Cllr Cooper-Marsh chaired the meeting.

Admin

**149 Payments**

Members received and noted payments for March 2024.

Prior to the meeting the Town Clerk had received the following queries relating to payments;

- Purchase Ledger Payments page 5431 line 16226 - Election recharge, this seems high, which election does it refer to?

The Clerk had responded that £9,917.76 is correct and is for the Eaton Ford election held on October 2023.

- Purchase Ledger Payments page 5432 lines 16166 & 16229 - Emergency call out for the Eatons Centre, what do these relate to?

The Clerk had responded that these are call out charges for the alarm company who responds following an alarm activation during closed hours. There had been no signs of a break in.



**150 Bank Cash and Investment Reconciliations**

Members received and noted bank cash and investment reconciliations as at 31<sup>st</sup> March.

Members discussed transferring more funds from the Barclays Account to the CCLA fund which pays a higher rate of interest. It was agreed that the Town Clerk and RFO should look to transfer further funds. Officers would investigate this and report back to the Committee.

The Committee discussed the closure of the Barclays Bank in St Neots and the potential of changing banks to one of those which still maintains a physical branch in the town. Officers are to investigate further.

**151 St Neots Skatepark Funding – Revamp the Ramp**

The Committee received and considered a report from the Town Clerk on the status of St Neots Skatepark enhancement project and funding the Council had resolved to contribute to the works. Members noted that a £15,000 funding application for the A428 fund had been unsuccessful and as such the project had a £15,000 shortfall.

The Committee considered the funding required and available council funds. Given the importance of the project for the community and the impact it can make Members felt the Council should look to provide further funds from its CIL reserves to move the project to completion.

**RESOLVED to RECOMMEND** that if the Town Council is minded to provide any further funding to meet the £15,000 shortfall in the Revamp the Ramp St Neots Skatepark enhancement project that funding is allocated from the Council's CIL reserves.

**152 Farm and Craft Market Fees**

The Chairperson introduced a recommendation from the Promotion and Events Committee that the Council pause pitch fees for the Farm and Craft Market during the ongoing refurbishment works to the Market Square.

Members agreed that recognising the limitations and disruption to the market and its traders through the current refurbishment works was important and as such pausing pitch fees to help the market through the current turbulence and the impact it was having for traders was something the Council should do.

Members also commented that a successful market would be key to the new Market Square and that pausing fees would help ensure the continuation of traders so the Council was in a good position to develop and build on the market as the works ended.

Members discussed the duration of pausing pitch fees, noting that the signed off completion of the Market Square might be some time after it is actually open for use due to snagging issues that can delay sign offs. Therefore, an amendment was proposed that the pitch fees be paused until January 2024 when the situation would be reviewed.

**RESOLVED to RECOMMEND** that Farm and Craft Market pitch fees are paused until January 2024 when the matter of pitch fees and status of Market Square works will be reconsidered by the Finance and Governance Committee.

**153 Brickhills Play Park**

The Chairperson of the Operations and Amenities Committee presented a recommendation from that committee that the Council progress with the installation of an inclusive see-saw previously identified for inclusion as part of delivering an accessible play park at Brickhills. The see-saw was the top priority highlighted by the Play Park Working Group, along with the creation of a new park at Eaton Ford. The reserves held would not meet the cost of installing a new park but would allow for the Brickhills project to move to completion.

**RESOLVED to RECOMMEND** that the Council release £24,495.60 from £70,759 earmarked reserves for play park provision for the purchase and installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhill's play area.

**154 Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 18<sup>th</sup> June 2024 at 7:15pm. This would follow a grants sub-committee meeting to be held at 6:15pm on the same night.

COMMITTEE CHAIRPERSON

**ST NEOTS TOWN COUNCIL**

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Date:	28 <sup>st</sup> May 2024
Title:	Farm & Craft Market Pitch Fees
Contact:	Deputy Town Clerk

**1. Purpose of the Report**

- 1.1 To seek the Committee's approval of a recommendation from the Finance and Governance Committee that the Council pause Farm and Craft Market pitch fees until refurbishment works at the Market Square are completed.

**2. Recommendations**

- 2.1 That the Council resolve that Farm and Craft Market pitch fees are paused until January 2024 when the matter of pitch fees and status of the Market Square works will be reconsidered by the Finance and Governance Committee.

**3. Background**

- 3.1 The Finance and Governance Committee considered and supported a recommendation from the Promotion and Events Committee to pause pitch fees for the Farm and Craft Market during the current refurbishment works to the Market Square.
- 3.2 The council have been managing a Farm & Craft Market in St Neots since 2002. It is held on the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of every month.
- 3.3 Prior to the refurbishment works the market held 28 pitches. This is currently limited due to the works to around 21 pitches.
- 3.4 Huntingdonshire District Council suspended their pitch fees for the traders at the weekly Thursday Charter Market. Officers received requests for the pitch fees to be suspended until the refurbishment works to the Market Square have been completed.

**4. Information**

- 4.1 The Market Square is being refurbished as part of the wider Future High Street Fund project managed by Huntingdonshire District Council. Works to the Market Square started in January 2024 with an estimated completion date of November 2024.

- 4.2 The redevelopment works are causing disruption to traders and limits pitch spaces to approximately 21. Access to the site is through one small entrance making it difficult to get traders on site without queues forming.
- 4.3 Dust and debris, whilst inevitable with these types of works is covering traders stock with some traders unable to attend now because of this.
- 4.4 As a result of the above and representation from traders the Promotion and Events Committee resolved to recommend that Farm and Craft Market fees are waived until the Market Square refurbishment has been completed by way of supporting traders and recognising the difficulties traders and the market face during the works.
- 4.5 The Finance and Governance Committee supported the recommendation, commenting that a successful market will be key for the refurbished Market Square and the Council should look to support traders during the current works.

## **5. Financial Implications**

- 5.1 The council maintains an annual revenue budget of £13,650 to manage the market.
- 5.2 The annual cost for the provision of market entertainment is £10,500.
- 5.3 The Council has a 2024-25 budgeted market income of £5,000.
- 5.4 Based on the income that could be generated from 21 pitches the pausing of pitch fees could result in a maximum estimated loss of income of £4,000, meaning the Council income budget would not be met at the end of the financial year. However, it is recognised that average stall numbers are below 21 pitches at the current market.

**ST NEOTS TOWN COUNCIL**

---

<b>Date:</b>	<b>28<sup>th</sup> MAY 2024</b>
<b>Title:</b>	<b>BRICKHILLS PLAY PARK</b>
<b>Contact Officer:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To consider a recommendation from the Finance and Governance Committee that the Council release funding from the Play Park earmarked reserve to progress with the installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhills play park.

**2. Recommendation**

- 2.1 That the Council release £24,495.60 from £70,759 earmarked reserves for play park provision for the purchase and installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhill's play area.

**3. Background**

- 3.1 The Council recently invested funds in expanding Brickhills Play area to improve the play park's value, accessibility and inclusive play.
- 3.2 The Council went through a tender process with a selected company awarded a contract to install equipment which has proved popular. During the tender process the Council identified a further bit of accessible equipment from an alternative provider it wished to include within the playpark enhancements.
- 3.3 The additional equipment, an inclusive seesaw was priced at £24,055.28 with a view to replace an existing older item which no longer meets play equipment standards.
- 3.4 The additional item sat outside of the available £80,000 budget for the play park project and was therefore approved subject to securing additional external grant funding to cover the cost of the item.
- 3.5 The Clerk has not been successful in securing a grant for the additional item at this stage, in part due to the level of funds held by the Council which could be used for such projects.
- 3.6 The Play Park Working Group reviewed and confirmed the list and order of priorities for play park investment and the focus of resource. These priorities will form the basis of the play park strategy to come forward for adoption.
- 3.7 The installation of the see-saw has been highlighted by the Play Park Working Group as a priority, as it will mark the completion of the Brickhills Play Park refurbishment and add significant play value for inclusive play.

**4. Information**

- 4.1 The following priorities have been identified on which the play strategy is being developed and where work will focus over the next two years.

ORDER	PRIORITY		PRIORITY
1.	<b>Inclusive See-Saw</b> The completion of the Brickhills inclusive play enhancements was seen as the key priority.  Funding is available which would allow this priority to be completed within the next three months subject to Council approval.	1.	<b>Creation of new Eaton Ford Play area</b>  The lack of play coverage in Eaton Ford has been identified as a priority by the Working Group.  Addressing this priority will take longer to achieve than other priorities, but should be a key action for a new Project Delivery Officer.  Research, consultation, costings, budgeting, project proposal, design and tendering and funding for new play park provision in Eaton Ford.  Working with Inclusive Play Foundation and other stakeholders to achieve a highly inclusive new site.
	<b>Tree Planting/Shade</b> Shading in play parks has been highlighted as a priority action.  Planting of trees where possible to create shade was seen as the best value and most long-term beneficial approach.  Operations and Environment Officer to look at bringing forward.		
3.	<b>Riversmead Access</b> A disabled roundabout installed can not be accessed by wheelchairs due to lack of surfacing.  Creating disabled access path to equipment through available revenue budgets for maintenance of sites.		
4.	<b>Swift Close Refurbishment</b> Swift close has a very low play value and needs refurbishing. It was recognised that this was a priority but would require significant funding and would take longer to achieve than other priorities.  Establishing estimated costs, budgeting and tendering for the upgrade of Swift Close (LAP) play parks which have low play values and require investment.		
5.	<b>Riversmead Equipment</b> Replacing/Upgrading swings and slide at Riversmead play area.		

4.2 It was recognised that a new play park in Eaton Ford provides an exciting opportunity to develop a new inclusive offering and due to the lack of play provision should form the key priority of the play strategy.

However, as this will be a longer project, involving identifying and securing the best site, consulting with residents, engaging designers, a contractor and obtaining funding this key priority was considered to sit alongside other smaller focuses of work, with feasibility starting as soon as possible with a new Project Delivery Officer in place.

- 4.3 The completion of the Brickhills Play Park project through the installation of the inclusive seesaw was seen as the key priority to move forward at this stage. The installation would mark the completion of the project and use of earmarked funds held which were available.
- 4.4 The earmarked funds held were specified for use at Brickhills or a new provision in Eaton Ford. The level of funds held is not sufficient to deliver a complete new play site in Eaton Ford, but using part of the funds available would complete the Brickhills project.

As such, it is recommended that part of the funds available are used to bring the Brickhill's' improvements to conclusion quickly, with the remaining funds held towards new play provision in Eaton Ford alongside other funding that can be obtained as the project is developed.

- 4.5 Further meetings of the Working Group will be held, including involvement of the St Neots Inclusive Play Park Foundation to bring forward proposals and the approach to progression the priorities highlighted above, including funding.
- 4.6 The resulting final strategy document will include guidance on design, layout and colours that should be taken into consideration or implemented to support greater inclusivity in play designs.

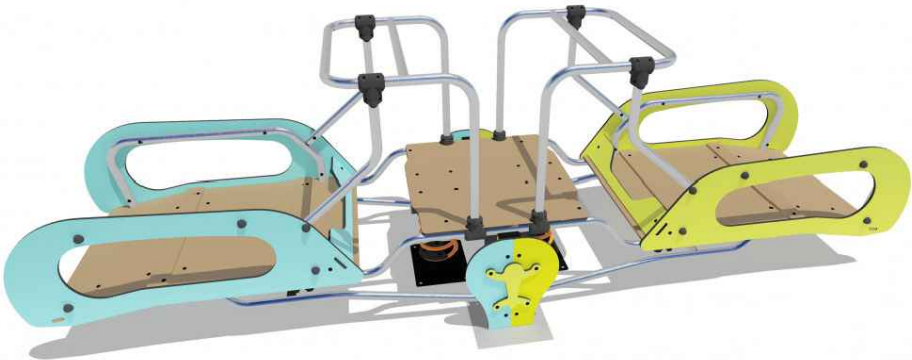
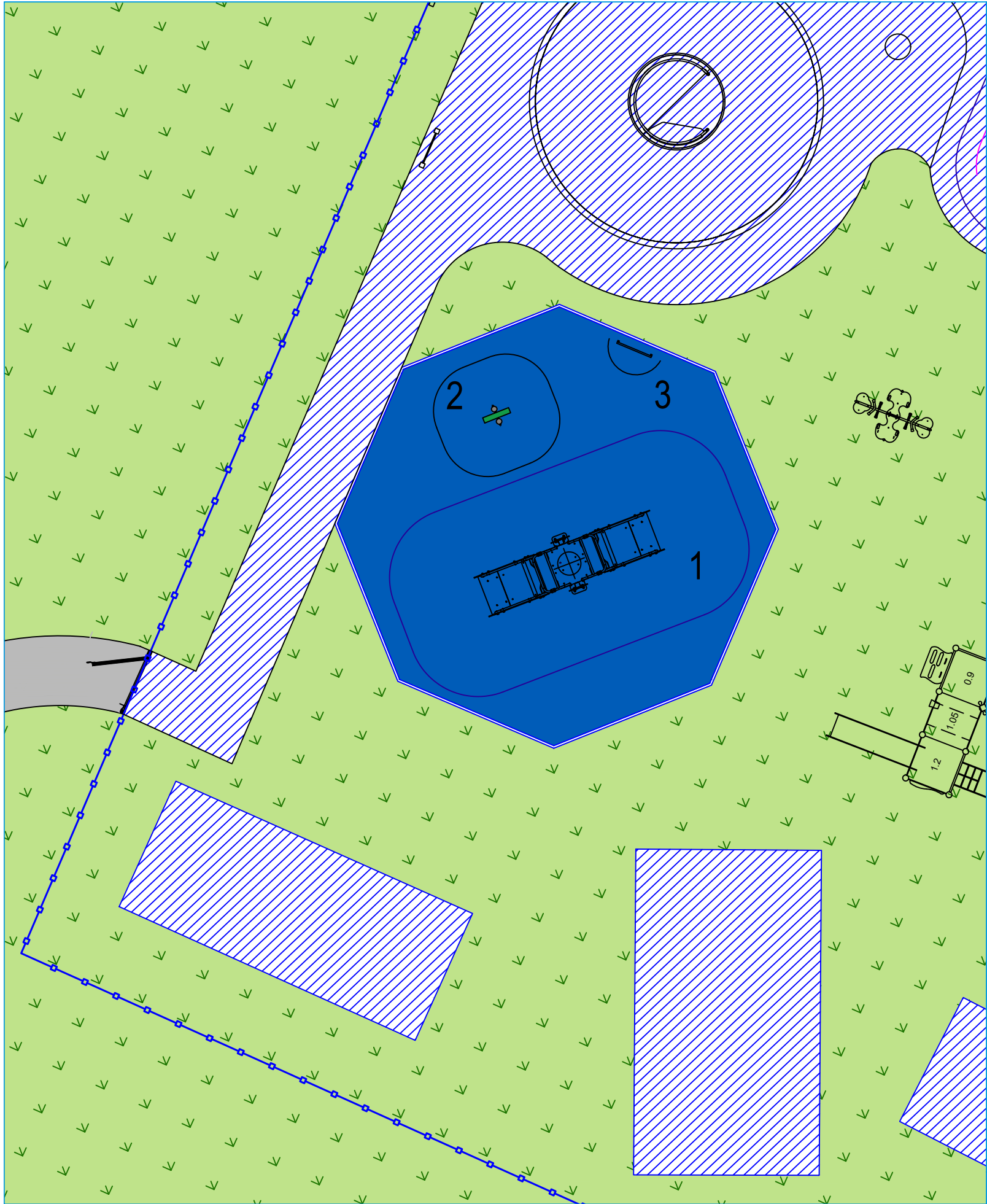
## **5. Financial Implications**

- 5.1 The total cost of purchasing and installing of the inclusive seesaw and supporting infrastructure is confirmed at £24,495.60.
- 5.2 The Council holds earmarked reserves of £70,759 which is identified for use for Brickhills (Henbrook) and/or Eaton Ford.

## **6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

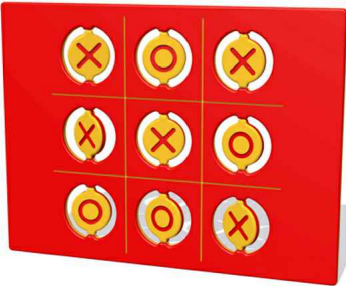




1. Inclusive Seesaw



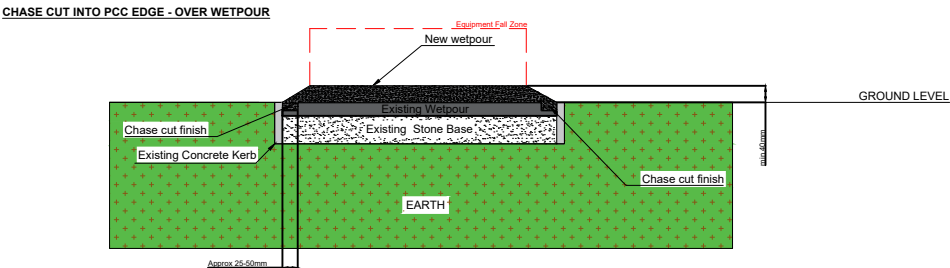
2. Rain Wheel



3. OXO Play Panel

## SURFACING DETAIL

Not to Scale



### ITEMS LIST

#### Play Equipment

- Inclusive Seesaw  
Ref: J987B
- Fahr Eco Rain Wheel with Posts  
Ref: UKFIECORW-WP
- Fahr Flip-Over Noughts & Crosses Play Panel (800x595mm) including 2No. Posts  
Ref: UKFINOUGHTS6

#### Safety Surfacing

Existing wetpour to be overlaid with 67sqm blue wetpour surfacing. Critical fall heights as follows:  
67m² @ 1.2m or less

Includes 29lin m chase cut edges in to existing edge inc removal of up to 200mm offset of existing rubber.

#### Groundworks

- 12m² Supply & Lay MOT Type 1 Stone to infill existing roundabout base

#### Removals

- Dig out and remove existing Dutch Disc Roundabout

#### Miscellaneous

- Prelims
- Post Installation Inspection

**Subject to full site survey from a Proludic Representative.**

**Based on a flat fully established grass site.**

**Wetpour guarantees are only valid when laid onto appropriate subbase with pre-cast concrete edging (PCC) to the manufacturer's specification. Wetpour guarantees will not be applicable when wetpour is laid onto any existing surface this includes (but not limited to) existing wetpour, paving slabs, tarmac & concrete.**

**Preliminaries have been included within your quotation, these equate to site setup, safety fencing, safety signage, welfare, offloading of equipment, storage & waste removal.**

**Measurements taken from client drawing Ref: CAS-203980-M2T4S3 . Measurements correct at time of CAD drawing.**

**Topsoil & Turf/Seed to be done by others (watering is the responsibility of others and has not been costed for).**

**All pathways, furniture, planting, mounding and any other soft landscaping works not mentioned above are to be done by others.**

**Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.**

#### PRODUCT KEY

- |  |                |  |                    |
|--|----------------|--|--------------------|
|  | Existing Grass |  | Existing Surfacing |
|  | Wetpour Blue   |  | Existing Fencing   |
|  | Free Fall      |  | Free Space         |





ST NEOTS TOWN COUNCIL

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Date:	28 <sup>th</sup> MAY 2024
Title:	REVAMP THE RAMP - FUNDING ST NEOTS SKATEPARK PROJECT
Contact Officer:	TOWN CLERK

**1. Purpose of the Report**

- 1.1 To provide an update on funding provided to Revamp the Ramp CIC towards the refurbishment of the St Neots skatepark ramps to a competition standard.
- 1.2 To consider the Council's position on funding awarded and a recommendation from the Finance and Governance Committee that the whether it is minded to provide any recommendations to the Council on that funding given the outcome of a grant application which was not known at the time the Council previously considered funding for the project.

**2. Recommendation**

- 2.1 That the Council consider the information provided and the unsuccessful application to the A428 fund for £15,000 in funding which would have resulted in Revamp the Ramp CIC reaching its project funding target.
- 2.2 That if the Town Council is minded to provide any further funding to meet the £15,000 shortfall in the Revamp the Ramp St Neots Skatepark enhancement project that funding is allocated from the Council's CIL reserves.

**3. Background**

- 3.1 The Council previously resolved to provide additional funding from its CIL reserves to Revamp the Ramp CIC towards the refurbishment and improvement of existing St Neots skatepark ramps to a competition standard. The Council considered a request to fund the entire cost of works at £75,210.88 (exclusive of VAT) but resolved to award an additional £25,210.88 in funding, bringing total awarded funding to £50,210.88.
- 3.2 The Council expressed support for the long-running project and indicated that following the outcome of other funding applications for the project, the CIC could re-approach the Town Council if other applications were unsuccessful. At the time the Council last considered the matter and funding request there was an ongoing grant application of £15,000 for which the outcome was awaited.
- 3.3 Revamp the Ramp CIC's purpose is to promote the skatepark, its upkeep and future, fundraise and host events. The St Neots Skatepark is a Huntingdonshire District Council (HDC) owned asset located in Riverside Park, St Neots. The skatepark is maintained by the District Council to a usable standard with the existing ramps continuously maintained to a level which allows ongoing use of the facility by skaters. The CIC and District Council are in regular communication regarding the management and maintenance of the asset. The project would be a joint project, with lead and management from the District Council who are also funding upgrades to lighting.
- 3.4 The funding sought by Revamp the Ramp is to undertake resurfacing works to enhance the ramps to a high standard competition level. The funding is based on safeguarding the future of the skatepark for the next 10

years, while providing an enhanced town facility which benefits residents of St Neots and provides a level of facility that will raise the town's profile and attract people to St Neots.

- 3.5 In 2017 the competition standard vert ramp (one of only 2 free accessible outdoor ones in the country) was resurfaced in skatelite at a cost of £38k to HDC. The District Council's Open Space's team has confirmed that it is not able to provide any funding for the improvement of the ramps to a competition standard. Funding from the District Council is being invested in improved lighting at the site.

#### 4. Grant Update

- 4.1 The Council continues to hold £50,210.88 in funding towards the project. This will be held until a point where it is confirmed that the project can go ahead and all relevant works and required supporting documents are evidenced.
- 4.2 The CIC holds £10,000 in funding raised from other sources towards the project.
- 4.3 The £15,000 application to the A428 fund, which would have resulted in the target project funding needed to start and complete the works, has unfortunately been unsuccessful. Therefore, at this stage the project has a £15,000 shortfall and further funding will need to be sought to secure the total funds needed and allow the project to move forward. At present there are no further outstanding grant applications.
- 4.4 The Council asked that the applicant advise on the outcome of the grant application once known, so the Council could consider the funding it had awarded, the ability of the project to progress and any outstanding funding that would prevent that.

#### 5. Funding Updates

- 5.1 The total cost of the project is £75,210.88 (ex-VAT).
- 5.2 The status of grant applications towards the project are detailed below;

Have applications been made to other funding bodies in respect of this project?			
Organisations Names	Amount	Date	Outcome
Cambridgeshire police and crime commissioner youth fund	£3,500	June '22	Successful
St.Neots Rotary Club	£2,000	December '22	Successful
St Neots Town Council	£25,000	November '23	Successful
Awards for All	£10,000	March '24	Unsuccessful
Cambridgeshire County Council Community Asset Fund	£40,000	March '24	Unsuccessful
A428 Fund	£15,000	May '24	Unsuccessful

- 5.3 Project funds secured to date;

Body	Amount	Note
Reserves	£6,500	Held by applicant
Police and Crime Commissioner	£3,500	Held by awarding body
St Neots Town Council	£50,210.88	Held by awarding body
<b>Total Funding</b>	£35,000	
<b>Current project Shortfall</b>	£15,000.00	

## 6. Information About Revamp the Ramp CIC

6.1 The following CIC information has been provided to support Revamp the Ramps funding request;

Adult membership:	Sam Curtin - Director Chris Hatch - Director	Holly Curtin - Secretary Trevor Baldwin - Treasurer																
Purpose of organisation:	To fundraise for the maintenance and enhancement of St. Neots skatepark. To promote the skatepark and organise various community events to expand and enhance the facility.																	
Registered charity No: (If Charity)	Registered Community Interest Company (CIC) - 13835021																	
Contact name & position:	Sam Curtin - Director																	
Contact address: (including post code)																		
E-mail address:	Revamptheramp.snhc@gmail.com																	
Description of the project requiring financial support	Complete resurfacing of the skatepark surface to an enhanced competition standard. Stripped back to bare metal, re-primed and re-painted. Maintenance contract already in place to ensure the longevity of the surface and avoidance of over painting.																	
Describe the anticipated benefits to the organisation and to St Neots if the project is completed.	<p>This project will enhance St Neots Skate park to a competition standard and give the skatepark another 10 years + of life.</p> <p>An enhanced standard of ramps will encourage more users of the park to utilise this free facility and a create a safe skatepark that will give the youth of St. Neots somewhere to exercise and socialize, whilst enjoying their chosen extreme (Olympic) sport. The sport and the community and interaction around it is also extremely beneficial to mental health.</p> <p>The investment will bring the park back to its former glory and enable Revamp the Ramp CIC to organise more events, competitions and music events annually, which will be of attraction to both the local and wider area, bringing interest, footfall and finance to St Neots. Events will provide further activity in the town for people from all walks of life to enjoy from the age of 1 to 65+.</p> <p>The skatepark has benefitted the local community since 1989 and investing in the enhancement of this free facility will provide benefits for the residents of St Neots both now, and for future generations.</p>																	
Breakdown of other funding sought: - Other Grant Aid: - Reserves - Internal Fundraising	<table><tr><td>Funds Raised;</td><td></td></tr><tr><td>St Neots Rotary</td><td>£2,000</td></tr><tr><td>Mayors Donation</td><td>£3,491</td></tr><tr><td>CCC donation</td><td>£500</td></tr><tr><td>Other donations</td><td>£750</td></tr><tr><td>Gofundme page donations</td><td>£1,536.87</td></tr><tr><td>Outgoings;</td><td></td></tr><tr><td>Corporation tax deduction</td><td>£1,404.39</td></tr></table>		Funds Raised;		St Neots Rotary	£2,000	Mayors Donation	£3,491	CCC donation	£500	Other donations	£750	Gofundme page donations	£1,536.87	Outgoings;		Corporation tax deduction	£1,404.39
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Other donations	£750																	
Gofundme page donations	£1,536.87																	
Outgoings;																		
Corporation tax deduction	£1,404.39																	

	Other expenses	£319
	Bank account balance    £6,554.48	

**7. Legal Powers**

- 7.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



# **St Neots Town Council Standing Orders**

**Adopted by Full Council On 26 June 2022**

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson 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 chairperson 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 it is declared prior to voting at the meeting and, is expressed in writing to the chairperson.  
  
A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairperson of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairperson of the meeting.
- j One or more amendments may be discussed together if the chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m 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.
- n

- o Unless permitted by the Chairperson 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 chairperson of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairperson 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 their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairperson of the meeting.



## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairperson of the meeting to moderate or improve their conduct, any councillor or the chairperson 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 chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- 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.** Personnel Committee meetings will always be held without the public present. **Otherwise the public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the

business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chairperson of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three 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 chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairperson 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 their comments to the chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairperson 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 Chairperson of the Council may in their absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**
- p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice- Chairperson 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 chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

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

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

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

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
- o and the meeting shall be closed. The business on the agenda for the meeting
- g shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

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

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

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

exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.

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

- xvii.** Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii.** Review of the Council's policy for dealing with the press/media;
- xix.** Review of the Council's employment policies and procedures;
- xx.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

**7. PREVIOUS RESOLUTIONS**

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

**8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear days before the meeting subject to standing order 10a. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three 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 chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.



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

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

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

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

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

## 12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairperson 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 chairperson 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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he 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. They 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 13(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 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

**14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**15. PROPER OFFICER**

- a The Proper Officer shall be the clerk or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least two days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);

- xiii.** arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv.** record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv.** refer all planning application received by the Council to of the Planning Committee.
- xvi.** manage access to information about the Council via the publication scheme; and
- xvii.** retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

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

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

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

- 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission**



**every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Council or Personnel Committee or a sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairperson of the personnel committee OR the personnel sub-committee or, if they are not available, the deputy-chairperson (if there is one) of the personnel committee OR the sub-committee of absence occasioned by illness or other reason and that person shall report such absence to the personnel committee OR a sub-committee at its next meeting.
- c A subcommittee comprising 2 members of the personnel committee, shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff is to contact the chair of the personnel committee or, in their absence, the deputy-chair of the personnel committee in respect of an informal or formal grievance matter. This matter shall be reported back and progressed by resolution of the personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or deputy-chair of the personnel committee this shall be communicated to another member of the personnel committee which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

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

## 22. RELATIONS WITH THE PRESS/MEDIA

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

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

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

## 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

## 26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing

orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairperson of a meeting as to the application of standing orders at the meeting shall be final.

27.



**SCHEME OF COMMITTEE DELEGATION**

**(including Council & Committees Terms of Reference)**

**May 2024**

St Neots Town Council  
Council Offices  
The Priory  
St Neots  
Cambs  
PE19 2BH

[www.stneots-tc.gov.uk](http://www.stneots-tc.gov.uk)  
[mail@stneots-tc.gov.uk](mailto:mail@stneots-tc.gov.uk)

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## **1. Scheme of Delegation Introduction**

1.1 By this Scheme of Delegation, the Council in pursuance of its powers under the following legislation;

- section 101 of the LGA 1972 Local Government Act
- section 15 of the LGA 2000 Local Government Act
- General Power of Competence Localism Act 2011

Along with the extent of their respective powers authorising the Proper Officer (Town Clerk) and Responsible Financial Officer / Deputy Town Clerk, Standing Committees of the Council to act with delegated authority in the specific circumstances detailed in this document.

1.2 The intention of the Scheme of Delegation is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that Officers are given authority over the day-to-day administration and operation of the Council. St Neots Town Council is accredited with the General Power of Competence.

1.3 The delegations in the Scheme are subject to any limitations imposed by law, the budget and the Council's Standing Orders and Financial Regulations.

## **2. Proper Officer (Town Clerk) – Duties and Powers**

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

2.2 The Proper Officer of the Council has statutory duties which are set down in legislation.

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

- i) Receive Declarations of Acceptance of Office
- ii) Receive and Record notices from Councillors of Disclosing Interests
- iii) Receive, Retain and process plans and documents
- iv) Sign notices or other documents on behalf of the Council
- v) Sign and issue summonses to attend meetings of the Council and Committees
- vi) Give public notice of the time, place, and agenda at least three clear days before a meeting of the Council or Committees



- vii) Convene a meeting of the Council for the election of a new Mayor and Deputy Mayor of the Council.
- 2.4 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
- i) The day-to-day administration and operation of services, together with routine inspection and control.
  - ii) Day to day supervision and control of all staff employed by the Council.
  - iii) Authorisation of routine expenditure within the agreed budget.
  - iv) Emergency expenditure up to £5,000 outside of the agreed budget, with reporting of any expenditure to the Full Council as soon as practicable. In all cases such expenditure must be reported to the Chair of the Council and Chair of Finance & Governance Committee.
  - v) Project Manage and associated expenditure on projects approved by the Council and up to budget approved.
- 2.5 Delegated actions of the Town Clerk shall be in accordance with Legislation, Standing Orders, Financial Regulations and this Scheme of Delegation and Committee Terms of Reference with directions given from the Council.
- 2.6 Delegated Authority is given to Council Officers to make decisions on behalf of the Committees, in the case of the Town Clerk on behalf of full Council, on urgent matters between meetings. These decisions are to be made after consultation with Councillors.

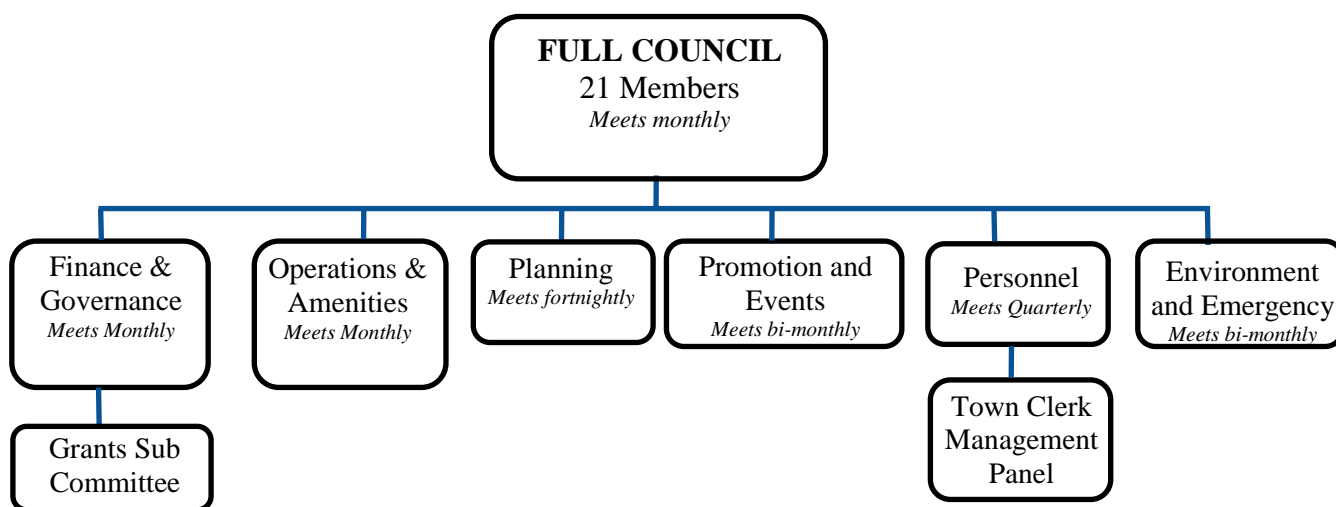
### **3. RESPONSIBLE FINANCIAL OFFICER**

- 3.1 The Responsible Financial Officer (RFO) within the meaning of the Accounts and Audit Regulations 1996 and subsequent legislation shall be responsible for the Town Council accounting procedures and financial governance in accordance with the Council's Financial Regulations in force at any given time.
- 3.2 The RFO has delegated authority for day to day responsibility for;
- Fiscal Governance
  - Accounts Management
  - Budget & Financial Monitoring / Predictions
  - Insurance
  - Financial Risk Management
  - Internal Financial Controls
  - External & Internal Audits
  - Payroll and Pensions Administration
  - VAT
  - Performance of Finance Team
  - Financial Transparency

#### 4. DELEGATED COMMITTEE POWERS

- 4.1 Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's/Working Group's) delegated powers. The minutes will then record the decision as "Resolved".
- 4.2 If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "Resolved to Recommended", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a committee (or Sub-committee) Chairperson and Deputy Chairperson is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.

#### 5. COMMITTEE STRUCTURE



## 6. TOWN COUNCIL

### TERMS OF REFERENCE

**MEMBERSHIP:** All COUNCILLORS (21)

**QUORUM:** Seven

**MEETING FREQUENCY:** Monthly (August Break)

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions which can not be delegated:-

- The power of raising loans and setting the precept
- The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- Appointment of Mayor and Deputy Mayor
- Appointment of Committees and the Chairperson thereof
- Appointment of Representatives on Outside Bodies
- Annual Subscriptions
- Standing Orders as to the conduct of the Council's business
- The Committee Structure including terms of reference, membership etc.

## 7. FINANCE & GOVERNANCE COMMITTEE

### TERMS OF REFERENCE

**MEMBERSHIP:** Minimum of 7 Members

**Quorum:** Three

**Reports to:** Full Council

**Meeting Frequency:** Ordinarily on a Monthly basis

1. The Committee comprises of at least seven members and has full delegated powers.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The Committee will ordinarily meet on a monthly basis.
4. To propose, monitor and review such projects as the Committee considers necessary to achieve the Council's long term aims and objectives.

5. To monitor payments with budget heads.
6. To receive quarterly updates from the Responsible Finance Officer on the budget to date and to review the income and expenditure against the approved budget.
7. To monitor and review the management of the Council's financial assets, the financial health of the Council, and the total level of expenditure of the Council, reporting to Full Council as necessary.
8. To inform the Council generally as to its financial and economic policies and the allocation and control of its financial resources. In doing so the Committee is to undertake the risk assessment required to determine the level of the resources.
9. To make recommendations to Council on:
  - a) the annual estimates of revenue and capital expenditure.
  - b) Town Council year end accounts.
  - c) The level of prices for Town Council services.
10. Review the Health & Safety Policies and any management systems.
11. To monitor the performance and effectiveness of the external and internal auditors, and to make recommendations to the Full Council concerning the re-appointment, where appropriate.
12. To consider and advise the Full Council on the appointment and terms of engagement of the internal audit service and the audit fee.
13. To report to the Full Council the Committee's recommendations on issues relating to risk management and internal controls.
14. To consider the annual financial statements, the auditor's formal opinion, members responsibilities and the statement of internal control in accordance with audit regulations.
15. To review the representation of the external auditors, the annual report of the internal auditors and management response to both documents.
16. To oversee the Council's policy on fraud and irregularity, including being notified of any action taken under the policy.
17. To ensure that all losses have been properly investigated and that the internal and external auditors have been informed when necessary.

18. To ensure that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
19. To monitor the implementation of agreed audit-based recommendations.
20. To review internal auditors audit needs assessment and the audit plan, to consider major findings of internal audit investigations and managements response, and promote co-ordination between internal and external auditors. The Committee is to ensure that the resources made available for internal audit are sufficient to meet the needs.
21. To review the Council's Risk Register and to oversee corporate risk management.
22. The Committee is authorised by the Council to investigate any activity within its terms of reference and to seek any information it requires from any employee, and all employees are directed to cooperate with any request made by the Committee.
23. To review and consider all Council polices concerning Council governance and make recommendations to the Council on the adoption of new policies, or amendments to exisiting policies.

## 8. GRANTS SUB-COMMITTEE

### TERMS OF REFERENCE

**MEMBERSHIP:** All Members of the Finance and Governance Committee

**Quorum:** Three

**Reports to:** Finance and Governance Committee

**Meeting Frequency:** Ordinarily meets quarterly

1. The Grants Sub-Committee comprises those members that sit on the Finance and Governance Committee.
2. The Chairperson and Deputy Chairperson of the Finance and Governance Committee will act as Chairperson and Deputy Chairperson of the Grants Sub-Committee.
3. The Sub-Committee will meet at least three times a year.
4. The Sub- Committee will consider grant applications made to the Council and allocate the grants budget to local community groups within the town and to those that benefit the town. The Committee may vire amounts between the three grant category headings if required.

5. The Sub-Committee can award grants of up to £5,000. Any grant applications exceeding £5,000 will be considered and a recommendation made to Full Council.

## **9. OPERATIONS & AMENITIES COMMITTEES**

### **TERMS OF REFERENCE**

**MEMBERSHIP:** Minimum of 7 Members

**Quorum:** Three

**Reports to:** Full Council

**Meeting Frequency:** Monthly

1. The Committee comprises of at least seven members and has full delegated powers within its approved budget.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The committee ordinarily meets on a monthly basis.
4. To maintain and improve all assets, buildings and services owned by the Town Council and to instigate additions where appropriate.
5. To produce and manage a programme for the maintenance and replacement of Town Council-owned assets.
6. To review the play area inspection report to ensure that the sites are fit for purpose. To enhance play parks and investigate grants to provide new play equipment.
7. To monitor the management arrangements for the cemeteries and closed church yards.
8. To consider additional service provision to meet the needs of the town.
9. To review the maintenance of the allotments and to endeavour to provide adequate allotment provisions.
10. To consider and recommend items for submission as the Council's annual Local Highways Improvement Fund bid(s) each year.
11. To produce a budget and to recommend this to the Finance Committee in accordance with the Council's Financial Procedures.
12. The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.

13. The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.

## **10. PLANNING COMMITTEE**

### **TERMS OF REFERENCE**

**MEMBERSHIP:** Minimum of 7 Members

**Quorum:** Three

**Reports to:** Full Council

**Meeting Frequency:** Ordinarily meets Fortnightly

1. Membership shall consist of at least seven members taken from all district wards and has full delegated powers.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of the Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the Committee in a council year.
3. The Committee shall receive and consider all planning applications received from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.
4. The Committee shall receive and consider all street naming applications received from Huntingdonshire District Council's Technical Consultancy Officer.
5. Should a Committee oppose an application it will state valid planning reasons for such objection in its response to the Planning Authority and will provide evidence in support of the Committee's comments.
6. The Committee should also comment on how individual applications conform to general planning policies and guidelines including the St Neots Neighbourhood Plan and the general well-being of the Town.
7. At least one member of the planning committee should attend each Development Management Panel of the Local Planning Authority where a planning application relating to St Neots is to be considered and speak, presenting the Committee's objection or support for each application.
8. Should a proposed development be deemed by the Planning Committee to present a significant impact on the town as a whole then it can be referred to Full Council.

9. The Committee will review and respond as necessary to all policy, strategy and planning documents and consultation by the Planning Authority with regard to any potential impact on the well-being of the town.
10. The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
11. The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.



## 12. PROMOTION AND EVENTS COMMITTEE

### TERMS OF REFERENCE

<b>MEMBERSHIP:</b>	Minimum of 7 Members
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full Council
<b>Meeting Frequency:</b>	Ordinarily meets bi-monthly

1. Membership shall consist of at least seven members and have full delegated powers within its approved budget.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The Committee shall monitor all town events, including event reviews and feedback.
4. The Committee shall consider what events the Council runs and the resources which will be required to run them.
5. The committee shall consider the content and distribution methods of the Council's communications within the scope of the Communications Strategy.
6. The committee shall set short and long-term strategies for the Council's websites in line with the Council's Communications Strategy.
7. The Committee will produce a budget and to recommend this to the Finance Committee in accordance with the Council's Financial Procedures.

### 13. ENVIRONMENT AND EMERGENCY COMMITTEE

#### TERMS OF REFERENCE

**MEMBERSHIP:** Minimum of 7 Members

**Quorum:** 3 Members

**Reports to:** Full Council

**Meeting Frequency:** Usually Bi-monthly

**Role of the Committee:** Following the declaration of a Climate Emergency Resolution the overall purpose of this committee is to act as a strategic committee, working in partnership with other committees to put in place a Climate Action Plan and make recommendations and advise the Council on actions the Council can take to fulfil its Carbon Neutral and environmental ambitions.

1. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
2. The role of the committee will be to develop and advise the Council on an appropriate Climate Action Plan key deadlines for St Neots Town Council to reach net zero by 2030.
3. To review the Council's operations/assets and consider where biodiversity improvements could be implemented and included with the Action Plan.
4. To help identify high level strategic direction, opportunities, and goals that will reduce or offset the Council's carbon footprint and can be implemented practically.
5. To identify and lead on partnership working opportunities with other Councils and organisations which further the Council's environmental and carbon neutral ambitions.
6. To explore third-party funding opportunities which will help the Council deliver on environmental projects.
7. To represent the views and needs of relevant community organisations of community members to enable SNTC reach net zero.
8. To assist with engagement of the wider community on the agreed SNTC Climate Action Plan.

9. To consider the promotion of Town Council activities and actions to reduce carbon emissions, along with promoting actions taken by other organisations of groups operating within St Neots, working in partnership with P&E and Operations and Amenities Committees.
10. To consider and bring forward recommendations on an environmental or carbon reduction grant scheme.
11. To help identify strategies, opportunities, and goals to mitigate the risks of high-level emergencies.
12. To consider and bring forward recommendations on emergency planning for the Council and its services.
13. To form partnerships with blue light services, volunteer groups, and other authorities to develop a community emergency plan.
14. To help identify strategies and opportunities to support residents, organisations and community groups following major incidents.

#### **14. PERSONNEL COMMITTEE**

##### **TERMS OF REFERENCE**

**MEMBERSHIP:** Minimum of 7 Members

**Quorum:** Three

**Reports to:** Full Council

**Meeting Frequency:** Ordinarily meets bi-monthly

1. The Personnel Committee comprises at least seven members and, in conjunction with the Town Clerk, has full delegated powers on all staffing matters within the fiscal year's budget, subject to the points below.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. To review staffing structure, levels and any job evaluation process with the Chairs of the Committees and the Town Clerk and then make recommendations to the Full Council.
4. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Town Clerk.
5. To act as provided for in the St Neots Town Council Employee Handbook including but not limited to acting as a grievance panel.

6. When required by the St Neots Town Council Employee Handbook, to appoint an Appeals Panel consisting of three members who are independent of the Personnel Committee.
7. To review personnel policy, including the St Neots Town Council Employee Handbook, and report and make recommendations to Full Council.
8. To ensure the Health & Safety at Work for all Council employees and implementation of Health and Safety Policies and Procedures.
9. To develop the Council's training policies and needs.
10. To monitor the staff budgets and make any recommendations on budget levels to Full Council.
11. To consider provisions of the National Joint Council.
12. To develop the Council's approach to apprenticeships and training programmes.
13. To consider any other matters delegated to the Committee by the Council.

## **15. TOWN CLERKS MANAGEMENT PANEL**

### **TERMS OF REFERENCE**

**MEMBERSHIP:** Chairperson of Council, Chairperson of Personnel and one appointed member from the Personnel Committee

**Reports to:** Personnel Committee

**Meeting Frequency:** Twice a year to carry out appraisals

### **MANAGEMENT OF THE TOWN CLERK**

1. It is essential that there is a formal and regular link between the Town Clerk as the Council's senior employee and representative(s) of the Council as employer so that the needs and aspirations of the Council and the Town Clerk can be understood, discussed and objectives set and progress monitored.
2. The responsibility for line management of the Town Clerk on behalf of the Council will be shared by the Chairperson of the Council, the Chairperson of Personnel and one other appointed member of the Personnel Committee.
3. The panel will jointly undertake the Town Clerk's appraisal and will also arrange to meet with the Town Clerk to review progress and discuss any other staffing issues that either the Town Clerk or the two Chairpersons and appointed Personnel Member may wish to raise.

4. The panel will be responsible for setting the Clerk's appraisal objectives and will report back to the Personnel Committee to confirm the appraisal has been undertaken.
5. Outside of the formal appraisal and review process, it is anticipated that there will be a range of staffing related issues that the Town Clerk may wish to advise or discuss with Members both to seek a view on and to seek support on. The Chairman of the Personnel Committee will act as the employer representative and support to the Town Clerk in these circumstances should the need arise.
6. The Clerk's Management Panel will have access to professional advice in relation to the Clerk only.
7. If the Clerk is not happy with the outcome of an appraisal they should, in this first instance, discuss this with the management panel to reach an agreement. If, following discussions, the Clerk feels concerns have not been suitably resolved, then the matter should be brought to the Personnel Committee and three Members of that committee will be appointed by the committee to consider the appeal.

#### **MANAGEMENT OF OTHER STAFF**

8. The overall responsibility for the general management of staff employed by the Town Council rests with the Town Clerk as the Council's principal officer. Specific day to day management of individual Members of staff will be in accordance with arrangements described in their contracts of employment and the Council's staffing policies. Individual Members of the Council should not seek to interfere in these arrangements and any queries on this account should be raised with the Town Clerk.
9. In discharging the role the Town Clerk can, if considered necessary, seek support and guidance from Members in accordance with arrangements set out in paragraphs 3 and 5 above. Professional advice can also be accessed by the Town Clerk, on behalf of the employer.
10. In the case of long-term absence of the Town Clerk (of more than 28 days) the Terms of Reference will apply to the Deputy Town Clerk when covering the Clerk's role.

## APPOINTMENT TO OUTSIDE BODIES 2023-2024

A list of bodies to which annual appointments are made is provided below. Members will need to nominate and elect Members to acts as representatives for the 2024-25 council year. The table below includes a list of those Members who have expressed an interest in acting as an outside body representative in 2024-25.

ORGANISATION	No. of SNTC Representatives	2023/24 Representative	Interest Expressed in serving during 2024/25
Common Rights	1	Cllr Chapman	Cllr Chapman
East West Rail Stakeholder Group	2	Cllr Dunford Cllr Slade	Cllr Dunford Cllr Slade
Eatons Community Association	3	Cllr Mascarenhas Cllr Dunford Cllr Maslen	
Eynesbury Village Hall Association	-	Cllr Cooper-Marsh	Not presently operating
Hunts Volunteer Centre (St Neots)	2	Cllr Goodman	Cllr Goodman
Little Barford Power Station	2	Cllr Bolanz Cllr Slade	Cllr Banks Cllr Cooper-Marsh Cllr Dunford
Loves Farms Community Association	1	Cllr Dundas-Todorov	Cllr Dundas-Todorov
Newton and Hatley	1	Cllr Chapman	Cllr Chapman
North Weald Solar Farm Consultation Group	2	Cllr Dunford Cllr Maslen	
St Neots Initiative	1	Cllr Bolanz	Cllr Bolanz
St Neots Museum	3	Cllr Bolanz Cllr Chapman Cllr Johnson	Cllr Banks Cllr Bolanz Cllr Chapman Cllr Johnson
St Neots Rugby Club	1	Cllr Goodman	Cllr Goodman
Wintringham Residents Association	TBC	Cllr Kumar	



**St Neots**  
Town Council

# **ST NEOTS TOWN COUNCIL FINANCIAL REGULATIONS 2023**

**Last Reviewed by Finance and Governance  
Committee on 18 April 2023 and Approved by  
the Full Council on 25 April 2023**



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**These Financial Regulations were adopted by the council at its meeting held on 26 April 2022 and reviewed in April 2023**





## **1. General**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the Full Council. Financial regulations are one of the council's three governing regulatory documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which must be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;



- maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO must be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO must in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO must include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and



- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

- 1.14. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

- 2.1. All accounting procedures and financial records of the council must be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the RFO must provide Finance and Governance Committee with bank reconciliation for all bank accounts. The Committee can choose to nominate a member of the Council to verify the bank reconciliations produced by the RFO.
- 2.3. The RFO must complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts must submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council must ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council must make available such documents and records as appear to the council to be necessary for the purpose of the audit and must, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor must be appointed by and must carry out the work in relation to internal controls required by the council in accordance with proper practices.



2.6. The internal auditor must:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' must have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO must, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, including that of a purely administrative error.

### **3. Annual budget process**

3.1. Departmental Managers must formulate and submit proposals to the relevant committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year no later than the end of September each year.

3.2. Each committee must review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it must thereafter formulate and submit proposals for the following financial year to the Finance and Governance committee no later than the end of October each year including any proposals for revising the forecast.

3.3. The Finance and Governance Committee will review the draft budget as prepared by the RFO no later than the end of November, and recommend it to Full Council.



- 3.4 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year must be prepared each year by the Responsible Financial Officer in the form of a budget to be considered by the council.
- 3.4. The Full Council must review the draft budget not later than the end of December each year and must fix the Precept to be levied for the ensuring year in line with the deadline set by HDC. The Responsible Financial Officer must issue the precept to the billing authority and must supply each member with a copy of the approval budget.
- 3.5. The annual budget must form the basis of financial control for the ensuring year.
- 3.6. The Council must consider the need for and must have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

#### **4. Budgetary control and authority to spend**

- 4.1. Whilst the Responsible Financial Officer is ultimately responsible for regular and effective monitoring of the budget, the Council's management structure is based on the department managers taking responsibility for a service and its related budget. The Manager responsible for a budget may incur financial commitments and liabilities up to the amounts included in each approved budget. In particular they may make purchases of goods and services, subject to the requirements of these Financial Regulations and:
- Will be responsible for regular and effective monitoring and forecasting of the financial position relating to their services; or
  - Will be responsible for proper financial and resource management and the prevention of fraud and corruption within the services and functions under their control.
  - Will determine the inherent risks, within their services, to the achievements of the Council's priorities and establish, maintain and document adequate systems of internal control and financial monitoring and ensure the employees or members are familiar with such systems.
  - Will be responsible for reviewing and varying fees and charges at least annually for services under their control for approval by the Council.
- 4.2 Expenditure on revenue items may be incurred up to the amounts included for the class of expenditure in the approved budget. All purchases in excess of £2,000, excluding regular payments, require authorisation by the Clerk/Responsible Financial Officer prior to the order being placed. Contracts must not be disaggregated to avoid controls imposed by these regulations.

The Council can nominate any two out of three of Chairperson of the Council, Chairperson of Finance & Governance Committee and one other member of the



Finance and Governance Committee to approve expenditure over £2,000. The nominated members shall be contactable during working hours and able to approve such expenditure within set time limit to ensure Council business is not impacted by delayed response.

- 4.3. Subject to exceptions below, no expenditure may be authorised that will result in the amount provided in the revenue budget for the class of expenditure being exceeded, except with prior approval of the Full council. During the budget year, and with the approval of the Full council having considered fully the implications for the public services, unspent and available amounts may be moved to other budget headings or to reserves, on the recommendation of the Finance and Governance Committee.

For events where expenditure and income are budgeted separately, department managers will aim to deliver the event's expenditure within budget. By exception, budget managers can use excess income generated by the event, over and above the amount budgeted, to offset excess expenditure without the need to seek prior approval of full council, as long as the event's net cost is delivered within budget.

For expenditure that is not under the direct control of department managers, such as utility bills and insurance, the RFO will monitor expenditure and report to the Finance and Governance Committee.

- 4.4. The Responsible Financial Officer is to regularly provide the Finance and Governance Committee with Income and Expenditure Accounts to date under each head of the budgets, comparing actual expenditure to the appropriate data against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and explanation provided for any variances of 5% above or 15% below.
- 4.5. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk must report the action to the Council as soon as practicable thereafter. In all cases such expenditure must be reported to the Chair of the Council and Chair of Finance & Governance Committee.

For emergency repairs that exceed £5,000, if there is a significant risk to personal safety, the clerk and chair of Finance & Governance Committee can authorise a payment to make safe at a minimal cost. The Deputy Clerk can deputise for the clerk; the Chair of Full Council can deputise for Chair of Finance & Governance Committee. For full repairs exceeding £5,000, an extraordinary Full Council meeting must be called, with full information provided in the agenda pack.

- 4.6. Unspent provisions in the revenue budget must not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.



- 4.7. Subject to exceptions in 4.5 above, no expenditure shall be incurred in relation to any earmarked reserves, CIL reserves and capital project and no contract entered into or tender accepted involving capital expenditure unless the Full Council is satisfied that the necessary funds are available, or requisite borrowing approval has been approved. All non-budgeted spending requests, including CIL expenditure, are to be passed to the F & G Committee for consideration. The F & G Committee will then make a recommendation to the Full Council, accompanied by a report from the RFO.

Request for expenditure of CIL reserves are to be passed to the Strategy Committee for consideration. The Strategy Committee will then forward the request to the Full Council, accompanied by a report from the Strategy Committee and the RFO.

- 4.8. All capital works are to be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. Regulations for the issuing of grants shall be governed by the Grant Aid Policy.

## **5. Banking arrangements and authorisation of payments**

- 5.1. The Council's banking arrangements, including the Bank Mandate, shall be made by the Responsible Financial Officer and approved by the Finance and Governance Committee. They shall be reviewed annually for efficiency.
- 5.2. Any grants payments not in excess of £5,000 must be made following a resolution made by the Grants Sub-Committee.

Grants in excess of £5,000 must be approved by Full Council following a recommendation made from the Grants Sub-Committee.

- 5.3. All payments made in accordance with paragraph 5.2 and 5.4 must be signed/authorised by the Clerk/RFO.
- 5.4. The Council can nominate any two out of three of Chairperson of the Council, Chairperson of Finance & Governance Committee and one other member of the Finance and Governance Committee to approve payments over £2,000 excluding regular payments. The nominated members shall be contactable during working hours and able to approve such payments within set time limit to ensure Council business is not impacted by delayed response.
- 5.5. In cases of cheque payments, signing is to be made in accordance with the approved bank mandate and the signatories must also initial the cheque counterfoil.





## **6. Instructions for the making of payments and reporting**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. All invoices for payment must be examined and verified by departments' managers. The Responsible Financial Officer must satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved before payment is made.
- 6.3. Invoices, signed by managers, must be passed to Responsible Financial Officer who must examine them in relation to arithmetical accuracy and authorisation, and must check the coding is correctly done to the relevant expenditure account. The Responsible Financial Officer must take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4. The Responsible Financial Officer is to ensure that a list of all payments, excluding those made by petty cash, is submitted to the next appropriate meeting of the Finance and Governance Committee.
- 6.5. Any debit card issued for use will be specifically restricted to the Clerk and debit card payment must be made in accordance with 4.2, and 5.2.
- 6.6. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. Any electronic payments is subject to a Two level authorisation process by the Clerk or RFO.
- 6.7. Changes to account details for suppliers, which are used for internet banking must be made on written notification by supplier and a subsequent verification by contacting suppliers as per the details shown on their authorised invoice.
- 6.8. The Responsible Financial Officer may provide petty cash to officers for the purpose of defraying operations and other expenses. Vouchers for payment made must be forwarded to the RFO with a claim for reimbursement.
  - a) The Responsible Financial Officer must maintain petty cash floats of £500 (£250 – Town Council and £250 – Priory Centre) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash are to be kept to support the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float must be shown on the schedule of payments presented to the Finance and Governance Committee under 6.4 above.
- 6.9. Payment for utility supplies (energy, telephone and water) made by variable direct debit must have DD instructions, signed by the Town Clerk/Responsible Financial Officer





and any payments are reported to council as made. The approval of the use of a variable Direct Debit must be reviewed by the Finance and Governance Committee at least every two years.

- 6.10. Any corporate credit card will be specifically restricted to use by the department managers, subject to a monthly limit of £1,500 per card holder and automatic DD repayments must be made in full each month.

## **7. Payment of salaries**

- 7.1. The Council must in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant national associations.
- 7.2. As an employer, the council must make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries must be made in accordance with payroll records and the rules of the PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or a duly delegated committee.
- 7.3. All time sheets must be certified as to accuracy by the Manager Responsible.
- 7.4. Payment of salaries and payment of deduction from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records.
- 7.5. The total of such payments in each calendar month must be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

## **8. Loans and investments**

- 8.1. All loans and investments must be negotiated by the Responsible Financial Officer in the name of the Council and must be for a set period in accordance with Council policy. Any changes must be reported immediately to Council.
- 8.2. All investments of money under the control of the Council must be in the name of the Council.
- 8.3. All borrowings must be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval must be approved by Council as to terms and purpose. The terms and conditions of borrowing must be reviewed at least annually.
- 8.4. Any financial arrangements which does not require formal borrowing approval (such as hire purchase or leasing of tangible assets) must be subject to procedures listed out under section 11.



- 8.5. All investment certificates and other documents relating thereto must be retained in the custody of the Responsible Financial Officer.
- 8.6. Payments in respect of short-term or long-term investments must be made in accordance with the loan repayments schedule and included in the list of payments submitted at the next appropriate meeting of the Finance and Governance Committee.
- 8.7. The council is to produce an Investment Strategy and Policy, which must be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy must be reviewed by the council at least annually.

## **9. Income**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied must be agreed annually by the Council. The Responsible Financial Officer shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges annually, following a report of the Responsible Financial Officer.
- 9.4. The Debtors control account must be reconciled monthly and the list of outstanding balances reviewed on a monthly basis.
- 9.5. Any sums found to be irrecoverable and any bad debts must be reported to the Council and must be written off in the year by approval of the Council.
- 9.6. All sums received on behalf of the Council must be banked intact as directed by the Responsible Financial Officer. In all cases, all receipts must be deposited with the Council's bankers with such frequency as the Responsible Financial Officer considers necessary.
- 9.7. The origin of each receipt must be recorded.
- 9.8. Personal cheques must not be cashed out of money held on behalf of the council.
- 9.9. The Responsible Financial Officer must promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 Section 33 must be made at least annually coinciding with the financial year end.
- 9.10. Where any significant sums of cash, in excess of £1,000, are regularly received by Council, the Responsible Financial Officer must take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket



issues, and that appropriate care is taken in the security and safety of individuals banking cash.

## **10. Orders for work, goods and services**

- 10.1. An official order or letter must be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders must be retained. Orders of all work, goods or services are to be approved by the department managers prior to order.
- 10.2. Purchase Order numbers must be issued by the finance department to the budget holder when an order is needed to be placed.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order must ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below
- 10.4. The RFO must verify the lawful nature of any proposed purchase before the issue of the purchase order.

## **11. Contracts**

- 11.1. Procedures as to contracts are laid down as follows:

a) Every contract must comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO must act after consultation with the Chair and Vice Chair of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.



b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council must comply with the relevant requirements of the Regulations.

c) The full requirements of The Regulations, as applicable, must be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the domestic rules.

There is no substantive change from the pre 1 January 2021 Public Contracts Directive 2014/24EU, nor is there any change to the rules (in England) on Contract Finder (above).

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason must be embodied in a recommendation to the council.

e) Such invitation to tender must state the general nature of the intended contract and the Clerk must obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation must in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm must be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders must be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation must be subject to Standing Order (Section 18 of the Council's current Standing Orders) and must refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the appropriate manager must obtain 3 priced descriptions of the proposed supply; where the value is above £3,000 the appropriate manager must strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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



## **12. Payments under contracts for building or other construction works**

- 12.1. Payments on account of the contract sum must be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO must maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report must be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

- 13.1. The officer in charge of each section must be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes must be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks must be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**

- 14.1. The Clerk must make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Responsible Financial Officer must ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law.



In each case a report in writing must be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

No real property (interests in land) shall be purchased or acquired without the authority of the Full council. In each case a report in writing must be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. The Responsible Financial Officer must ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register must be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Responsible Financial Officer shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2. The Clerk must give prompt notification to the Responsible Financial Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Responsible Financial Officer must keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Responsible Financial Officer must be notified of any loss, liability or damage or of any event likely to lead to a claim and must report these to Council at the next available meeting.
- 15.5. All appropriate employees of the Council must be included in a suitable fidelity guarantee insurance which must cover the maximum risk exposure as determined by the Council.

## **16. Charities**

- 16.1. Where the Council is sole trustees of a Charitable body the Clerk and the Responsible Financial Officer must ensure that separate accounts are kept of the funds held in charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and Responsible Financial Officer must arrange for any audit or Independent Examination as may be required by Charity Law or any other Governing Document.



## **17. Risk management**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk must prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements must be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the appropriate manager must prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Suspension and revision of Financial Regulations**

- 18.1. It shall be the duty of the Full Council to review Financial Regulations of the Council each financial year. The Responsible Financial Officer must make arrangements to monitor changes in legislation or proper practices and must advise the council of any requirements for a consequential amendment to these financial regulations.
- 18.2. The Full Council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

## ANNUAL SUBSCRIPTIONS TO OTHER BODIES

The Council currently has the following Membership subscriptions in place. These subscriptions are renewed on an annual basis. Membership of the other bodies listed below are important for providing the Council with up-to-date guidance, advice, legal support, and training in a number of areas related to functions the Council undertakes.

ORGANISATION	PURPOSE / NEED	RENEWAL	COST (£)
Cambridge and Peterborough Association of Local Councils (CAPALC)	Membership of the National Association of Local Councils. Direct access for Councillors and officers to a range of expert advice, support, training, and services specifically for the Parish sector. Includes 'free' legal advice service from NALC legal team.	01/04/25	£2,459.60
Date Protection Officer (DPO) – Provided by CAPALC	As part of GDPR requirements the Council should have a DPO in place. This should be external to the organisation. Provides advice and guidance on managing data requests and breaches.	01/04/25	£50.00
Federation of Burial and Cemetery Authorities	Represents Burial Authorities, including at national level on policy matters. Access to training, technical support, date and guidance/legislative updates. Recommended that Burial Authorities are Members.	01/01/25	£201.60
Information Commissioners Officer (ICO)	The Council is required to be registered with the ICO as it processes data.	07/02/25	£35.00
Institute of Cemetery and Crematorium Management	Representation at Government level, access to quick and direct support and advice on burial and cemetery administration and management matters. Access to resource library, regular journals/updates and accredited training. Invaluable guidance and advice on issues that arise in managing the cemetery. Used regularly.	01/04/25	£100.00
National Association of British Market Authorities	Access to free legal advice on all aspects of market law and rights. Access to training, advice, expertise, model documents, research resources and national representation.	01/04/25	£434.00
National Association of Memorial Masons	Corporate membership as a burial authority. Access to advice, updates and guidance on legislation and managing the working relationship and practices between the Burial Authority and Council. Recommended that Councils with working cemeteries and memorials are members.	01/01/24	£264.00
Hunts Forum	Independent Huntingdonshire Charity which offers advice, support, networking, engagement and training opportunities.	01/04/25	£50.00
St Neots Initiative	Membership of the St Neots Initiative, whose vision is to work with the local community, businesses and authorities to make change; promoting and further developing St Neots to be a great place to live, work and play.	To be actioned	£250.00





## Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-272003-4403

1. Name of policyholder St Neots Town Council

2. Date of commencement of insurance policy 01/04/2024

3. Date of expiry of insurance policy 31/03/2025

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature

Tim Bailey

Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

## Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.



To Whom It May Concern

**Name of Insured:** St Neots Town Council

This is to confirm that St Neots Town Council have in force with this Company until the policy expiry on 31st March 2025 insurance incorporating the following essential features:

**Policy Number:** YLL-272003-4403

**Renewal Date:** 1st April 2025

<b>Limits of Indemnity:</b>	Public Liability:	£10,000,000 minimum* any one event
	Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
	Pollution Liability:	As per Products Liability
	Employers' Liability:	£10,000,000 any one event inclusive of costs
	Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

<b>Excess:</b>	
Public Liability/Products Liability/Pollution Liability:	£100 each and every claim in respect of Third Party Property Damage
Employers' Liability:	Nil any one claim

Indemnity to Principals  
Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy  
The policy documents should be referred to for details of full cover.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

CALENDAR OF COUNCIL MEETINGS – May 2024 to April 2025

Meetings of the Council are usually held in the Guest Hall at the Priory Centre. **NOTE – Refurbishment of Priory Centre starts in August 2024. From this date meetings will be held at the Eatons Centre.**

MAY 2024			NOVEMBER 2024	
Tue 7 <sup>th</sup>	6:15pm - Planning Committee 7:15pm – Environment and Emergency Committee		Tue 5 <sup>th</sup>	7:15pm – Promotions & Events Committee
Wed 8 <sup>th</sup>	7:00pm - Annual Town Meeting (Great Hall)		Tue 12 <sup>th</sup>	6:15pm – Environment & Emergency Committee 7:15pm – Operations & Amenities Committee
Tue 21 <sup>st</sup>	6:15pm – Operations & Amenities Committee 7:15pm – Finance & Governance Committee		Tue 19 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Finance & Governance Committee
Tue 28 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Annual Town Council Meeting		Tues 26 <sup>th</sup>	6:15pm – Personnel Committee 7:15pm - Town Council Meeting
JUNE 2024			DECEMBER 2024	
Tue 4 <sup>th</sup>	7:15pm – Promotions & Events Committee		Tue 3 <sup>rd</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee
Tue 11 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee		Tue 10 <sup>th</sup>	6:15pm – Grants Sub-Committee 7:15pm – Finance & Governance Committee
Tue 18 <sup>th</sup>	6:15pm – Grants Sub-Committee 7:15pm – Finance & Governance Committee		Tues 17 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Town Council Meeting
Tue 25 <sup>th</sup>	6:15pm – Planning Committee 7:15pm - Town Council Meeting		Tue 24 <sup>th</sup>	Xmas Holidays – No Meetings
			JANUARY 2025	
JULY 2024			Tue 7 <sup>th</sup>	NO MEETINGS
Tue 2 <sup>nd</sup>	7:15pm – Environment & Emergency Committee		Tue 14 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Environment & Emergency Committee
Tue 9 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee		Tue 21 <sup>st</sup>	6:15pm – Finance & Governance Committee 7:15pm – Operations & Amenities Committee
Tue 16 <sup>th</sup>	6:15pm – Personnel Committee 7:15pm – Finance & Governance Committee		Tue 28 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Town Council Meeting
Tues 23 <sup>rd</sup>	6:15pm – Planning Committee 7:15pm - Town Council Meeting			
Tues 30 <sup>th</sup>	NO MEETINGS		FEBRUARY 2025	
AUGUST 2024			Tue 4 <sup>th</sup>	7:15pm – Promotions & Events Committee
Tues 13 <sup>th</sup>	6:15pm – Planning Committee		Tue 11 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee
SEPTEMBER 2024			Tue 18 <sup>th</sup>	7:15pm – Finance & Governance Committee
Tue 3 <sup>rd</sup>	6:15pm – Planning Committee 7:15pm – Promotions & Events Committee		Tue 25 <sup>th</sup>	6:15pm – Planning Committee 7:15pm - Town Council Meeting
Tue 10 <sup>th</sup>	6:15pm – Environment & Emergency Committee 7:15pm – Operations & Amenities Committee		MARCH 2025	
Tue 17 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Finance & Governance Committee		Tues 4 <sup>th</sup>	6:15pm – Personnel Committee 7:15pm – Environment & Emergency Committee
Tue 24 <sup>th</sup>	6:15pm – Grants Sub-Committee 7:15pm - Town Council Meeting		Tues 11 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee
OCTOBER 2024			Tues 18 <sup>th</sup>	6:15pm – Grants Sub-Committee 7:15pm – Finance & Governance Committee
Tue 1 <sup>st</sup>	6:15pm – Planning Committee		Tues 25 <sup>th</sup>	6:15pm – Planning Committee 7:15pm - Town Council Meeting
Tue 8 <sup>th</sup>	NO MEETINGS		APRIL 2025	
Tue 15 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee		Tue 1 <sup>st</sup>	7:15pm – Promotions & Events Committee
Tue 22 <sup>nd</sup>	7:15pm – Finance & Governance Committee		Tue 8 <sup>th</sup>	6:15pm – Planning Committee 7:15pm – Operations & Amenities Committee
Tue 29 <sup>th</sup>	6:15pm – Planning Committee 7:15pm - Town Council Meeting		Tue 15 <sup>th</sup>	NO MEETINGS
			Tue 22 <sup>rd</sup>	6:15pm – Planning Committee 7:15pm – Finance & Governance Committee
			Tue 29 <sup>th</sup>	7:15pm - Town Council Meeting

ST NEOTS TOWN COUNCIL

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Date:	28 <sup>th</sup> MAY 2024
Title:	GENERAL POWER OF COMPETENCE
Contact Officer:	TOWN CLERK – MR. C ROBSON

## CONFIDENTIAL

**1. Purpose of the Report**

- 1.1 To confirm St Neots Town Council's continued eligibility to use the General Power of Competence, following recent elections for vacant Town Councillor positions.

**2. Recommendation**

- 2.1 It is recommended that the Council resolves that it continues to meet the criteria for the General Power of Competence.

**3. Background**

- 3.1 Parish and town councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that a town council must ensure it has the power (under a specified statute) to undertake activities it chooses to carry out. It is standard practice for those Councils that are eligible to adopt the General Power of Competence.
- 3.2 Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.
- 3.3 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity. In consequence, the Government included a "general power of competence" in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

**4. Legislative Background**

- 4.1 The intention of the legislation is that eligible local authorities no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that;

*"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".*

- 4.2 Under the legislation, eligible town councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be the power of first, not last, resort. The power is not restricted to use within the town --- an eligible town council can use it anywhere.

## 5. Restriction and Risks

- 5.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power, it cannot be used to raise the precept.
- 5.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. No delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).
- 5.3 If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the town council can assist.
- 5.4 Whilst councils are encouraged to be innovative, they should be aware of the risks of:
- Being challenged.
  - Their trading activities damaging other local enterprises.
  - Damage to the council’s reputation and public money if a project or investment goes wrong.

## 6. Local Government Act 1972 (s.137)

- 6.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.
- 6.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

## 7. Eligibility

- 7.1 Local Councils in the Parish and Town sector are not awarded the power as a Right and certain eligibility criteria and conditions apply. The eligibility conditions are set out in the Statutory Instrument, The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 7.2 To become eligible the council must satisfy three criteria;

Criteria	Detail	Does SNTC Meet Criteria
<b>Resolution</b>	Resolve at a Full Council meeting that it meets the criteria for eligibility, a further resolution must be passed at every subsequent annual meeting following an ordinary election.	<b>YES</b> – Resolution passed in 2022.
<b>Electoral Mandate</b>	At the time the resolution is passed, at least two thirds of the council must hold offices as a result of being declared elected.	<b>YES</b> – Over two thirds of St Neots Town Councillors have been elected to the position, as opposed to co-opted
<b>Qualified Clerk</b>	At the time of the resolution being passed, the Clerk must hold a relevant qualification, such as the Certificate in Local Council Administration, CiLCA.	<b>YES</b> – The Town Clerk holds the CiLCA qualification. (Awarded 2020)

- 7.3 In the event that the council ceases to satisfy the criteria then this will be recorded at the next relevant Annual Meeting. If a council has commenced an activity through the use of the General Power of Competence, it may continue with it but not commence anything new that would require the use of the General Power of Competence.





**St Neots**  
Town Council

**Clerk's Note**

AMENDMENTS TO THE LAST VERSION SEEN BY COUNCIL ARE IN RED

# Strategic Plan 2026

Note: Example 'vision'

Our Vision for St Neots

A historic town looking to the future, with a strong and active community





# Introduction

## This is the town council's Strategic Plan for St Neots for 2023 to 2026

Strategic plans are vital documents that help set the way forward for an organisation. They must be documents that grow and are shaped by emerging priorities and needs. St Neots Town Council's last Strategic Plan was adopted in 2021.

To help meet the challenges ahead, the town council has developed a new Strategic Plan for 2023 to 2026. It builds upon existing strategic objectives, work already delivered and sets out the town council's values, objectives and priorities.



## Role of the Town Council

The role of the town council is to help ensure St Neots is a successful community. That means working towards creating a community in which people are happy to live, bring up children and grow old. It means a town where people choose to work, set up businesses and visit because of what it offers.

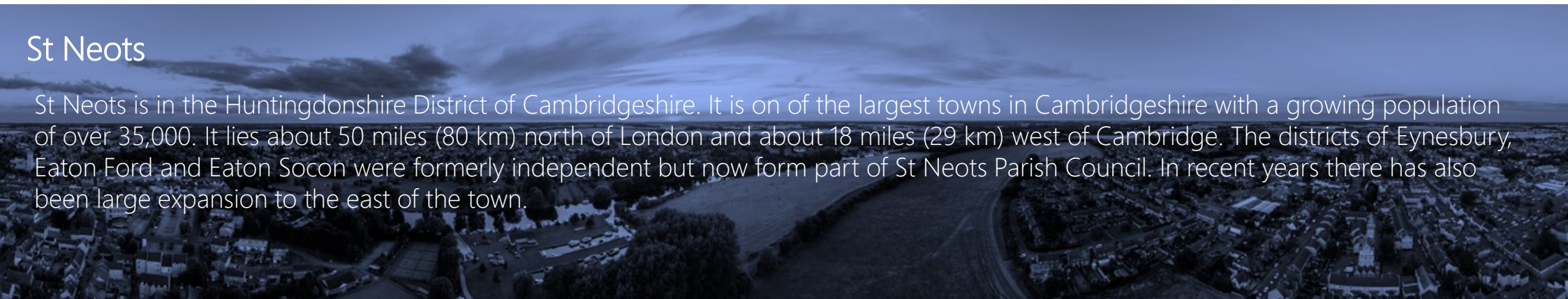
There are a number of services and projects the Town Council can independently carry out and implement. The town council will also work collaboratively with a range of external partners and local organisations to enable our growing community to be active, vibrant, and engaged.

## Mission Statement

At Neots Town Council's mission is to deliver services our residents need and to realise the vision for the town. In this we are accountable to our residents and to the community.

## St Neots

St Neots is in the Huntingdonshire District of Cambridgeshire. It is one of the largest towns in Cambridgeshire with a growing population of over 35,000. It lies about 50 miles (80 km) north of London and about 18 miles (29 km) west of Cambridge. The districts of Eynesbury, Eaton Ford and Eaton Socon were formerly independent but now form part of St Neots Parish Council. In recent years there has also been large expansion to the east of the town.





# Our Values

Our values shape what the Council does and inform the decisions the corporate body makes



## STRONG

A strong council is financially secure, makes decisions based on strategic plans and impartial officer advice

A strong council is open to ideas and challenge from the community it serves

A strong council provides good governance and is open and transparent in its decision-making processes and spending plans.



## ACTIVE

An active council chooses to operate as a catalyst for positive change, working to improve lives and opportunities across the community

An active council provides support needed for a strong and active community

An active council builds positive relationships with neighbouring councils and the local authorities

An active Council plans, rather than reacts



## PROGRESSIVE

A progressive council is ambitious, innovative, and outward-looking.

A progressive council works to understand the impact of its actions on the environment and shows leadership on issues.

A progressive council values and promotes the professional development of its staff; and training of its councillors.



## RESPECTFUL

A respectful council listens without judgement, shows patience, empathy, and welcomes challenge and learns from mistakes

A respectful council works as one team to achieve positive outcomes

A respectful council treats residents, councillors and staff as individuals, with dignity and respect

A respectful council values wellbeing and challenges inappropriate behavior



## ENGAGING

An engaging council seeks to maximise ways for residents to engage with it, viewing engagement as positive and beneficial

An engaging council builds and participates in projects and partnerships which ensure that no-one, and no part of the town is left behind

An engaging council actively works with, and is always accountable to the diverse community it serves

# Strategic Objectives

## OBJECTIVE 1

The Council will be accountable to residents, its works will be visible in the community and the role of councillors clear

The Council will review and improve its online presence to ensure information is clear, relevant, and easy to access

Residents will be helped to understand the role of the Town Councillor and who their councillors are

Residents will be able to expect an efficient response to their queries and council

Proceedings will be accessible to all. Including implementing streaming of meetings from the new Priory Centre

Councillor attendance will be publicly available, including attendance rates at meetings

Financial and Obligation Tracking – including making resolutions of the council publicly available, tracking the spending against the council tax raised (precept) and Community Infrastructure Levy funds

## OBJECTIVE 2

The Council will act on the Climate Emergency and take steps to reduce the carbon footprint of its own operations and the town

The Town Council will strive for Carbon Neutrality in its own operations by 2030

Develop, adopt and publicise a Climate Action Plan and progress clear actions set out within that plan

Regularly report on the progress of specific actions within the Climate Action Plan

## OBJECTIVE 3

The Council will act to improve accessibility and inclusiveness across Council assets and services, and promote action for greater accessibility in the town

The council will work to reflect the diversity of its residents through events, facilities and services

Create more accessible play opportunities in its parks and will make this a key consideration of its emerging play park strategy

The Council is committed to pursuing the provision of Changing Places Toilets in St Neots

## OBJECTIVE 4

Heritage, Culture and Leisure: The Council will make St Neots a destination for tourists and a place where residents love to live

Support and enhance youth provision and mental wellbeing within the town

Delivery and Review of the Neighbourhood Plan

Work to create opportunities for commissioning public art within the town

Work with partners to ensure the future vitality of the St Neots Museum

Work with partners to push for the reinvigoration of the Market Square and Old Falcon

Review and take appropriate action towards the building of a splashpark

Work closely with partners to secure the refurbishment of the Priory Centre in line with local needs and ambitions

Consider the feasibility of purchasing and developing the Oast House for community use and benefit.

# Priority Projects

The Council has identified five initial key priorities it will focus on.

## YOUTH PROVISION

1

Supporting the wellbeing of young people and working towards the establishment of a dedicated youth facility. The Council will work in partnership with other authorities and organisations to improve the support and opportunities for young people in our community.

## ASSET AUDIT

2

The Council will undertake and report on a full asset review of Council land, buildings, leases, green spaces, play parks and all other assets. The Council will develop and put in place plans for the ongoing management, maintenance and investment of these assets. It is important that the Council recognises the need to invest in its existing assets as well as pursue new projects.

## CARBON NEUTRAL 2030

3

The Council will commit resource and investment in the development and implementation of a Climate Action Plan as part of its commitment to reaching Carbon Zero by 2030. Including ensuring actions are ambitious, but achievable and properly resourced.

## COMMUNICATION

4

The Council will review its online presence, identifying and actioning improvements to ensure information is accessible, clear and relevant.

## OAST HOUSE

5

The Council will complete feasibility work and consider confirming using awarded grant funding and CIL for the purchasing of the building to bring a valuable historical asset into public use. Should the Council decide to pursue the purchase of the Oast House it will work towards developing a community asset that recognises the historical importance of building and provides community and local economic value. If purchased the Council will work to develop the building in conjunction with, and to complement the Priory Centre refurbishment.

## Project Funding Support

There are projects which sit outside the direct control or responsibility of the Town Council, but which the Council see as important. These are projects where the Council may consider funding to support their success and the community benefit that will result. Three key projects identified for consideration are;

Enhancement of Skatepark

Development of a Splash Park

Provision of a Changing Places Toilet at Riverside

# CIL INVESTMENT

The Council receives a portion of Community Infrastructure Levy (CIL) funds from new developments within the parish area. The funds are to be used by the Council for;

- the provision, improvement, replacement, operation or maintenance of infrastructure;
- anything else the is concerned with addressing demands that developments place on the area.

The Council has identified key projects which will be considered for funding. While CIL funding will be considered for other projects that may arise, the projects identified in the table below will form the basis of officers' focus in the forth coming year/s. The Council maintains revenue budgets and earmarked reserves which can be used to fund projects that may arise in other areas, such as existing community buildings. These projects will be further developed, and budget estimates brought forward.

## *Where we will focus our CIL investment*

PROJECT	
Changing Places Toilet at Riverside	Delivering a Changing Places Toilet at Riverside toilets in partnership with HDC.
Priory Centre Refurbishment	Providing funding towards the redevelopment of the Priory Centre to achieve the Council's ambitions for the building and its community offering.
Acquiring or Developing a Building for Youth Provision	Investing in providing a dedicated youth building for the town.
Carbon Neutral Projects	Providing funding towards projects that will help move the Council towards net-zero. Projects to be defined by Environmental Project Officer.
Play Park Investment	Funding towards investments in quality play provision that emerges from the Play Park Strategy. Refurbishment of Swift Close and Bevington highlighted, along with new play park provision in Eaton Ford.
Jubilee Garden Refurbishment	Funding for a project to refurbish Jubilee Garden, updating the community space and improving its offer as a gateway to the town centre. (Heritage link)
Heritage Based Project/s	Funding towards promoting and celebrating the heritage of the town. Specific project to be developed.
Splash Park Funding	Consideration of funding towards the provision of a splash park in St Neots.
Enhancement of St Neots Skatepark	Consideration of funding towards the enhancement of St Neots skatepark