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## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 26th May 2026 at 6.30pm at the Town Hall**

**Signed** *L. S. Beavan*

**Dated 12<sup>th</sup> May 2026**

## **AGENDA**

1. **Apologies:** To receive and approve apologies for absence.
2. **Declarations of interest:**
  - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
  - b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
  - d) To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.
3. **Minutes:** (i) To approve and sign the Minutes of the Town Council meetings held on Tuesday 28<sup>th</sup> April 2026, and the Annual Meeting of the Town Council held on Tuesday 5<sup>th</sup> May 2026.
4. **Public Forum** (*15 minutes will be allocated overall for this section- subject to Town Mayor discretion*).
  - a) To receive a report from East Suffolk Ward Councillor D Beavan  
ESC Cllr Beavan will then take questions from Councillors and electors.
  - b) To receive report from Suffolk County Ward Councillor J Matthews  
SCC Cllr Matthews will then take questions from Councillors and electors.
  - c) To receive comments from Southwold electors on matters on the agenda.
5. **To receive reports from Committees and Task and Finish Groups:**
  - a) To receive the report of the meeting of the Planning and Development Committee meetings held 5<sup>th</sup> May 2026 and 19<sup>th</sup> May 2026 - *No recommendations. Cllr Temple*
  - b) Landlords Cttee – *no meeting held. Cllr Gladwell*
  - c) Leisure and Environment Cttee – To receive the report of the meeting of the L and E Committee meetings held 30<sup>th</sup> April 2026. *No recommendations. Cllr Goldsmith*
  - d) Roads Cttee – *No meeting held. Cllr Beavan*

e) NSIP Working Group – *Cllr Davy*  
*To receive update on National Energy Projects – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO*

ESC Energy Projects update – see attached.

f) Emergency Plan working group – to receive update. *Cllr Wells/ Hurr.*

6. **Model Code of Conduct:**

To confirm the re-adoption of the LGA Model Code of Conduct.

7. **To confirm Town Council Representatives on Committees, Task and Finish Groups, and outside bodies for 2026/27.**

a) To confirm Town Council Representatives on Committees, Task and Finish groups and outside bodies for 2026.27 – see attached.

To confirm a non cllr member for the L and E cttee for 2026.27.

b) Each cttee/ Task and Finish Group to review their Terms of Reference at their next meeting.

8. **Financial Matters - Audit And Governance**

a) Financial Officer: to re-appoint the Clerk as the Council’s Responsible Financial Officer for 2026/27.

b) To confirm and adopt the General Power of Competence for Southwold Town Council.

*To resolve that the Council meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.*

c) To confirm Model Publication Scheme 2026.

d) To confirm Investment Strategy 2026.2027.

9. **Financial Matters**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for May 2026 (*circulated to members*).

b) *To receive and consider* management accounts/ budget/ and balance sheet for month end April 2026.

c) *To receive report and recommendations of Finance and Governance Cttee Meeting held on 21<sup>st</sup> May 2026. Cllr Jarvis*

d) *To confirm delegated budget of £35,000 for Leisure and Environment Committee for 2026/27 as per Town Council Budget.*

10. **Standing Orders:**

To re-confirm the Town Council’s Standing Orders for 2026/27 (as updated) and to re-confirm the Financial Standing Orders for 2026/27 (as updated) .

11. **Sealing of Documents 26/27:** to authorise the Clerk to seal legal and civic documents.
12. **GDPR** – to confirm that Council and Councillors are aware of their responsibilities and obligations in relation to collecting, using and protecting personal information in accordance with provisions of GDPR and Data Protection Act 2018.  
To consider and approve the GDPR risk assessment as reviewed.
13. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**
  - a) SAG / HMC – *Cllr Flunder/ Cllr Beavan*
  - b) SRS – *Cllr Gladwell*
  - c) ESC Community Partnership – *Cllr Beavan*
14. **The Common, Southwold - Charity** – To consider request for STC to become sole trustee of the Charity. If agreed, confirm the resolution.
15. **Town Mayor and Deputy Mayor updates including:**
  - a) *Events attended and upcoming;*
    - Charter Fair opening – Thursday 28<sup>th</sup> May 2026
    - Charter Lunch – Thursday 28<sup>th</sup> May 2026
    - Southwold Tennis Club Grand Opening – 6<sup>th</sup> June 2026
    - Civic Songs of Praise – Sunday 14<sup>th</sup> June 2026 11.15am
    - Suffolk Day at Bury St Edmunds – 21<sup>st</sup> June 2026
    - Armed Forces Day at Stowmarket – 27<sup>th</sup> June 2026
    - West Suffolk Civic Service – 28<sup>th</sup> June 2026
16. **Upcoming events for councillors**
  - Opening of Charter Fair – 11.45am. Thursday 28th May 2026
  - Charter Lunch – Thursday 28th May 2026
  - Civic Parade/Service/reception– Sunday 14<sup>th</sup> June 2026
17. **To receive LGR update** – *Cllr Jarvis*
18. **Consultations to consider**  
*East Suffolk Call for Sites – consultation date to be announced.*
19. **Date of next Town Council Meetings:**  
Tuesday 23rd June 2026 and Tuesday 30<sup>th</sup> June 2026.

*\*\*Some items from this agenda might need to be considered within a confidential session as below.*

20. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.*  
Any matters, including those above as required.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 28<sup>th</sup> April 2026**

PRESENT:	Councillor
	“ D Beavan
	“ P Davy
	“ S Flunder
	“ V Gladwell
	“ C Hurr
	“ R Jarvis
	“ J Miller
	“ V Redington
	“ R Temple
	“ M Wells
	Vacancy

Also present: The Town Clerk, SCC Cllr M Ladd, the High Steward and 4 potential councillors.

Thoughts were relayed for previous councillor Martin Palmer who passed away on 19<sup>th</sup> April 2026.

1. **Apologies:**

*To receive and approve apologies for absence.* Apologies for absence were received from Cllr Goldsmith. Noted.

2. **Declarations of interest:**

a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Nil

b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.*

Nil.

c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.

d) *Councillors to review their Register of Interest.* Nil.

3. **Minutes:** *To approve and sign the Minutes of the Town Council meeting held on Tuesday 31<sup>st</sup> March 2026.*

Amendments to note - Cllr P Davy attended. Cllr V Gladwell had sent apologies. NSIP page 3 e) – amend details to read ‘After exam closes there is 3 months to make a recommendation and then 3 months for a decision.

**With these amendments it was proposed by Cllr Davy, seconded by Cllr Miller and agreed by all to approve the minutes of Tuesday 31<sup>st</sup> March 2026.**

4. **Public Forum** *(15 minutes will be allocated overall for this section- subject to Town Mayor discretion).*

a) *To receive a report from East Suffolk Ward Councillor D Beavan*

ESC Cllr Beavan will then take questions from Councillors and electors.

ESC Ward Cllr Beavan advised that Potters Bridge has settled down and should be fine for the summer.

LGR – unitary for Southwold will reach from Lowestoft – Stowmarket. ESC is in purdah presently whilst waiting for SCC elections.

*Questions to ESC Cllr Beavan*

Cllr Redington – re inspection of Potters Bridge – SCC Cllr M Ladd to respond.

b) *To receive a report from Suffolk CC Ward Councillor M Ladd. Cllr Ladd will then take questions from Councillors and electors.*

SCC Cllr Ladd advised that he was attending his last council meeting as SCC Ward Councillor. Cllr Ladd advised that he had done 13 years as an SCC Cllr, 33 years as STC Cllr, and 10 years as WDC Cllr.

Thanks were extended to SCC Cllr Ladd for all his hard work.

Cllr Ladd advised that there was not much going on as SCC is in purdah.

98% of school children have received their first-choice school.

SCC has provided £4m to improve public rights of way networks and structures.

LGR – has been confirmed that there will be 3 Unitary for Suffolk.

SCC Cllr Ladd attended Endeavour House last week - Concerns at SCC surround the change of system for;

1) Adult Social Care

2) Suffolk Fire & Rescue Service and where the responsibility for the fire service will go.

Question to SCC Cllr Ladd regarding the timescales for the inspection of Potters Bridge - SCC inspection is due in April.

SCC Cllr Ladd thanked STC too for their assistance over the past 13 years, with special thanks to the Town Clerk and admin asst.

c) *To receive comments from Southwold electors on matters on the agenda.*

Question was asked as to what is “Station Road Express”. Cllr Wells advised that it is the shop on the corner of Blyth Road.

5. **To receive reports from Committees and Working Groups:**

a) *To receive the reports of the meetings of the Planning and Development Committee meeting – to receive report from meeting held 7<sup>th</sup> April 2026, Cllr Temple*  
Minutes of 7<sup>th</sup> April 2026 received – no updates.

b) *Landlords Cttee – To receive the report of the meeting of the Landlords Committee held 16<sup>th</sup> April 2026. Including opening of Station Rd Express. Cllr Gladwell*  
Members commended the Landlords Committee for what they are doing and for now being on top of issues.

c) *Leisure and Environment Cttee –no meeting held.*

d) *Roads Cttee –To receive verbal report and update from meeting today. Cllr Beavan.*

Cllr Beavan advised that the cttee had met this morning. 20mph in High Street should start Q1 next year. Cllr Flunder asked whether LGR would have an effect on the 20mph scheme. Cllr Beavan advised that the finance is all there so the scheme should go ahead.

*e) NSIP Working Group – Cllr Davy –*

*To receive update on National Energy Projects – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO*

*ESC project update has been circulated.*

Sealink – deadline for submission = tomorrow. ESCEP has sent in a submission. Major concern is that National Grid have not answered all the issues raised.

Re Benhall Railway Bridge – not suitable for the loads needed to go over it.

Health and wellbeing of Friston and Saxmundham residents is a concern.

Cumulative impact is not being considered i.e. traffic, travel, tourism.

Exam closes on 5<sup>th</sup> May 2026. 3 months for a recommendation, 3 months for Ed Miliband to make a decision.

*Feedback from meeting re Sizewell Community Fund was provided.*

Cllr Davy and Cllr Wells met Sizewell C regarding effect on tourism. Data is showing a 17,000 drop in footfall this year and data from businesses on the weekend of the A12 road closures show 20% loss of business at these times.

Cllr Davy has provided a draft letter for STC to approve.

Cllr Flunder – had a question re the draft letter – what does “Festival” mean? A = can be whatever STC wanted.

Cllr Davy advised STC to address the combination of events in the town and see how STC can help and how STC can help on events i.e. facilitation of groups, to have more influence on how Sizewell regards events in Southwold.

Anything that benefit the Sizewell work force would be liked by Sizewell.

Cllr Wells advised that they said that they would be interested in corporate membership.

Cllr Hurr asked about the jetty that they are putting out at sea. Cllr Beavan – will find out and reply.

Cllr Davy letter – It was Proposed by Cllr Miller, seconded by Cllr Redington to send Cllr Davy letter with a few amendments. Thanks to Cllr Davy for the letter.

*f) Emergency Plan working group – to receive update. Cllr Wells/ Hurr.*

Cllrs Wells and Cllr Hurr are going to Melton tomorrow and meeting ESC on Friday.

Emergency Plan contacts are being updated.

6. **Councillor Vacancy** – to receive update.

The Town Clerk provided an update – and advised that there were 4 applicants who will be asked to introduce themselves to council next week.

7. **Town Hall Project** – Cllr Davy

*To receive notes from Steering Group meeting 7<sup>th</sup> April 2026 – see attached.*

*To receive update from Heritage Focus Group meeting 16<sup>th</sup> April 2026.*

Notes have been circulated from both the Project Brief and Heritage Focus Group.

Timing is of the essence to progress with approved planning application.

8. **Financial Matters - Audit and Governance**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for April 2026. (*circulated to members*).

**On the proposal of Cllr Jarvis, seconded by Cllr Temple, it was agreed by all to approve the payments. All agreed.**

b) *To receive and consider* management accounts/ budget/ and balance sheet for year end March 2026.

Cllr Jarvis advised that these are a very good year end account. Approximately £50k received in interest from CCLA. Balance sheet – as expected at £1.2m. Sale of 1 Strickland Place is in the offing and needs to be considered.

c) *To receive report and recommendations of Finance and Governance Cttee* meeting held on 23<sup>rd</sup> April 2026 – including year-end accounts 2025 - 2026, risk review, and donation request - *Cllr Jarvis*

Risks added to the risk register include cyber and AI.

**Recommendations;**

**Suggested that approved maintenance limit for ESS be £200 per month for routine inspection repairs and maintenance of the 2 play areas– approve for 12 months.**

**Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**

**Local Councils are being encouraged to convert their websites to .gov.uk. STC will need to purchase a new domain name from ‘.gov.uk’ and the web consultant will then transfer the site over to the new domain. Budget £300 required (£150 consultant and £150 for domain – from Website budget) Proposed by Cllr Jarvis, seconded by Cllr Hurr.**

**It was agreed to recommend offering the bank signatories an appropriate antivirus package if required. Budget £500 to be approved for this purpose. (From I T Budget) Proposed by Cllr Jarvis, seconded by Cllr Flunder. All agreed.**

9. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

a) SAG / HMC – *Cllr Flunder/ Cllr Beavan* – SAG no updates. Cllr Beavan – HMC meeting is due very soon. There is a person to run the caravan site project. The improvements will create income to keep the harbour going.

b) SRS – *Cllr Gladwell* – Sandcastle competition July 2026. SRS are doing well on footpath walks and will reprint copies of their walks. SRS advise that they will support organisations who need help.

c) East Suffolk Planning Alliance (ESPA)- *Cllr Flunder* - Cllr Flunder attended.

Downsizing is now referred to a “right sizing”. Target for new building is very high and there are not the contractors to build these. LGR may affect planning applications. NPlans – should be referred to at all times. Cllr Beavan advised that the direction of government on planning is a concern i.e. officers having sole decision making on planning.

10. **Town Mayor and Deputy Mayor updates including:**  
 Opening of Station Road Shop – 9<sup>th</sup> April 2026  
 Countess of Euston Retirement Service – 18<sup>th</sup> April 2026  
 Hadleigh Guided Walk & Roast – 19<sup>th</sup> April 2026
11. **To receive feedback from Annual Town Meeting held on 15<sup>th</sup> April 2026.**  
 The annual meeting clashed with a museum meeting, and it was suggested that STC try to avoid clashes being made in future.
12. **To receive notes from business discussion with ESC Economic Devel** – see attached.  
 Town Clerk advised that some of the suggestions put forward are already being dealt with. The remainder will be considered by the relevant group/ individual.
13. **Forthcoming Events for councillors**  
 Charter Fair opening – Thursday 28<sup>th</sup> May 2026  
 Charter Lunch – Thursday 28<sup>th</sup> May 2026  
 Civic Songs of Praise – Sunday 14<sup>th</sup> June 2026 11.15am
14. **To receive LGR update** – Cllr Jarvis advised that there is no new update, but polls are showing Reform having most councillors at the SCC election. Reform do not like LGR and may try and delay actions. Could be chaotic and therefore STC will be in the firing line and there could be complaints about services suffering. Autumn 2026 = statutory change process. – STC will need to engage heavily with unitaries.
15. **Consultations to consider**  
 East Suffolk Call for Sites – *consultation date to be announced.* See list.
16. **Date of next Town Council Meeting:**  
**Annual meeting of the Town Council - Tuesday 5<sup>th</sup> May 2026 at 7pm**  
**Tuesday 26<sup>th</sup> May 2026 at 6.30pm**

Meeting closed at 7.30pm.

*\*\*Some items from this agenda might need to be considered within a confidential session as below.*

17. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.*  
 Any matters, including those above as required\*\*

**Legal / Professional – 1 Strickland Place – recommendation as per Savills e mail.**  
**Proposed by Cllr Temple, seconded by Cllr Davy – guide price £800k. All agreed.**

Fire Station Site - Hastoe position is becoming clearer. Look at again in May 2026.

Bright Light Award Working Group – STC received the nominations.



## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Annual Meeting of the Southwold Town Council, held in the Council Chamber at 7.00pm on Tuesday 5<sup>th</sup> May 2026.**

PRESENT:	Councillor	P Goldsmith (Town Mayor/Chair)
	“	D Beavan
	“	P Davy
	“	S Flunder
	“	V Gladwell
	“	C Hurr
	“	J Miller
	“	V Redington
	“	M Wells
	“	Vacancy

Also attending; The Town Clerk and 6 members of the public.

#### Agenda

1. **Town Mayor:** *to elect a Chairman called the Town Mayor for 2025/2026.*  
*Declaration of Acceptance of Office of Chairman to be signed.*  
**Cllr Gladwell nominated Cllr Goldsmith as Town Mayor for 2026/27 and explained why. Cllr Redington seconded the proposal that Cllr Goldsmith be elected as Town Mayor for 2026/27. There were no other nominations. Vote unanimous. Approve.**

**RESOLVED: In accordance with the above it was RESOLVED unanimously to elect Cllr Paula Goldsmith as Chairman (called the Town Mayor) for 2026/27.**

**Declaration of Acceptance of Office signed by the Town Mayor and read to all by Cllr Goldsmith.**

2. **Apologies:** *to receive apologies for absence.* Apologies for absence were received from Cllr Jarvis and Cllr Temple. Noted.
3. **Deputy Town Mayor:** *to elect a Vice-Chairman, called the Deputy Town Mayor, for 2025/2026.*  
**Cllr Davy nominated Cllr Wells as the Vice Chairman for 2026/2027. Cllr Goldsmith seconded the proposal that Cllr Wells be elected as Vice Chairman for 2026/27. There were no other nominations. Unanimous.**

**RESOLVED: It was RESOLVED to elect Cllr Wells as Vice-Chairman for 2026/2027 (called the Deputy Mayor). Unanimous.**

4. **Declarations of Interest:**
  - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Nil.

- b) *To receive Declarations of Other Registerable Interests regarding the agenda.*  
Nil
- c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Nil
- d) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.

5. **Public Forum** (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).

- a) To receive comments from Southwold electors on matters on the agenda.  
Nil.
- b) To receive new Town Flag from Susie Yates  
Susie Yates presented the Town Flag to the Town Council. Susie advised that Cllr Wells had seen a quilt in the library which she had made and suggested a new Town Flag as the old one had lost its colour. The Town Mayor presented Susie with flowers and thanked her for her hard work.

**Diary Dates**

*Town Mayor Invitations*

Suffolk Day at Bury St Edmunds – 21<sup>st</sup> June 2026

Armed Forces Day at Stowmarket – 27<sup>th</sup> June 2026

*Councillors*

Thursday 28<sup>th</sup> May – Opening of Charter Fair – meet 11.40am at Town Hall

Thursday 28<sup>th</sup> May – Charter Lunch

Sunday 14<sup>th</sup> June – Civic Sunday – Parade and Church Service – meet 10.30 am at Town Hall

6. **Co Option to councillor vacancy.**

To receive presentation from each candidate and to consider nominations - to co-opt to the councillor vacancy.

The 3 applicants each provided a presentation to council of the reasons why they felt that they should be considered for the vacancy. Each then took questions from councillors.

**After full consideration of the above it was proposed by Cllr Flunder and seconded by Cllr Wells that Patrick Huggins be co-opted to Southwold Town Council.**

**Agreed by a majority.**

7. **Date of next Town Council Meeting:** Tuesday 26<sup>th</sup> May 2026 at 6.30pm

*\*\* Some items from this agenda might need to be considered within a confidential session as below.*

**Exclusion of Public and Press if required during discussions:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.

Legal / Professional updates

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TOWN MAYOR 28<sup>th</sup> May 2026



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 5<sup>th</sup> May 2026 at 6pm.**

Present; Cllrs; Flunder, Gladwell, Goldsmith (Chair), Hurr and Redington. Also present the Town Clerk.

## **1. Apologies:**

To receive and approve apologies for absence. Cllr Temple provided apologies. Noted.

## **2. Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To receive comments from the public on matters on the agenda.** Nil.

**4. To approve the Minutes of the meeting held on Tuesday 7<sup>th</sup> April 2026.** Approved by all.

## **5. Planning Matters:**

- a. To determine the Town Council response to the following applications:  
*details of applications;*

**[DC/26/0956/ADN](#)** - Station Yard, Blyth Road

**Proposal:** Non illuminated Advertisement Consent – Site signage for @inc co-working space and business hub to front and rear elevation of block 1 and block 2. Front elevation of block 1 has no main road frontage or visibility. Block 2 – all 5 signs are front elevation with no main road frontage or visibility.

**There were no objections to this application.**

**[DC/26/0705/FUL](#)** – 4 Pinkneys Lane

**Proposal:** Repairs to the ground floor existing door set and 1<sup>st</sup> floor bedroom window.

**There were no objections to this application.**

**[DC/26/1211/LBC](#)** - 75 Victoria Street

**Proposal:** Listed Building Consent – Repair works to existing chimney shared with neighbour at 77.

**There were no objections to this application.**

**Trees**

**DC/26/1191/TCA - 49 Pier Avenue**

**Proposal:** 1 Laurel (T2 on plan) – Fell. 1 Sweet Chestnut (T3 on plan) – Fell. 1 Holly (T4 on plan) – reduce by 2m. 1 Sweet Chestnut (T6 on plan) – Reduce by 2m. Noted.

B. ESC decisions – *as attached*

- c. Applications to ESC Committee. Next meeting 12<sup>th</sup> May 2026 – Pier planning application.  
1) Cllr Redington to speak.  
2) Register on Zoom.

The application is being recommended for approval by the LPA. Cllr Flunder asked that this application should have conditions for health & safety – ie the amusement should have a cordon around it to protect pedestrians and ESC will need to have a Risk Assessment and ensure that there is appropriate protection for the public. STC has objected to the size of the paybooth.

d. Any Planning Inspectorate Appeals Lodged. 17 Market Place – no update.

e. Any licence applications/decisions to consider. Nil.

f. Any consultations to consider.  
East Suffolk Call for Sites – *consultation date to be announced*

g. ESC Enforcement action updates;

6. **Date of next Planning and Development Committee Meeting:**  
Tuesday 19<sup>th</sup> May 2026 at 6pm.

Signed .....

Dated .....



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 19<sup>th</sup> May 2026 at 6pm.**

Present; Cllrs; Flunder, Goldsmith, Hurr, Redington and Temple (Chair).

## **1. Apologies:**

To receive and approve apologies for absence. Nil.

## **2. Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To receive comments from the public on matters on the agenda.** Nil.

**4. To approve the Minutes of the meeting held on Tuesday 5<sup>th</sup> May 2026.** Approved by all.

## **5. Planning Matters:**

- a. To determine the Town Council response to the following applications:  
*details of applications;*

**[DC/26/1382/FUL](#)** – 12 Pier Avenue

**Proposal:** Demolition of existing single storey rear extension and replacement with flat roofed single storey rear extension.

**Overdevelopment, have another application already passed for extension, so this is on the other side. Another parking space will be required. Feel this is an overdevelopment of building that already has an approved application for extension, which is now about to begin. We feel the site with this approved application is already fully developed. We have concerns that additional car parking space will be needed if this proposed application is passed.**

**[DC/26/1445/VOC](#)** – Site of former Sole Bay House, Gun Hill

**Proposal:** Variation of Condition 3 & 7 of DC/23/2354/VOC – (Variation of Condition No. 2 of DC/23/0715/VOC – Subdivision of dwelling into two units and refurbishment, alterations and additions – revised drawings – 20.10.16 – 20.10.16.2, 20.10.17 – 20.10.17.2 and 20.10.18 – 20.10.18.2) – Materials/finishes as submitted – Woven screen.

**No objections to this application.**

**[DC/26/1486/FUL](#)** – 4 Victoria Street

**Proposal:** Install replacement windows to property

**Would prefer wooden framed windows all throughout the property as property is in a Conservation Area – as per our policy.**

B. ESC decisions – *as attached*.

c. Applications to ESC Committee. Next meeting 12<sup>th</sup> May 2026 – **DC/26/0482/FUL** – Pier Pavilion, North Parade.

Cllr Redington spoke on behalf of STC – it came across that all objections were health and safety based which is not planning, so ESC left to negotiate with the Pier. Suggested that STC should write to Health & Safety at ESC to put forward our considerations/concerns, and could we see a risk assessment as to how this will be actioned.

Should be fenced/closed off out of hours.

Safety of users during working times.

d. Any Planning Inspectorate Appeals Lodged. 17 Market Place. No update.

e. Any licence applications/decisions to consider. Nil.

f. Any consultations to consider.

East Suffolk Call for Sites – *consultation date to be announced*.

g. ESC Enforcement action updates;

6. **Date of next Planning and Development Committee Meeting:**

Tuesday 2<sup>nd</sup> June 2026 at 6pm.

Cllr Redington gave apologies for this meeting.

Signed .....

Dated .....

## Minutes of the meeting of the Leisure and Environment Committee held on Thursday 30<sup>th</sup> April 2026 at 9.30am at the Town Hall

### Notes

Item	Subject	Details
1	Present	Cllrs: Goldsmith, Miller, Wells, Hurr, Flunder and the Town Clerk.
2	Apologies and Declarations of Interest	Nil.
3	Minutes of the previous meeting	To note the minutes of the previous meeting - notes from March 2026. Noted.
4	Standing Orders- public section.	Nil.
5	Environmental matters –	<p><i>Landscape/ tourism Project along North Parade – update - including triangle by Marlborough Road – Very good business plan/ strategy has been received from Jo Phillips.</i></p> <p>It was suggested that there would be substantial work involved in putting together the project which itself would take much time and need a budget. It was suggested that council consider their present priorities as per council strategy.</p> <p>Members were advised that this is a 5 year project. ESC to be approached for funding for both their ordinary maintenance costs and extra funding.</p> <p>Maintenance will need to be costed as well. Cllr Wells confirmed that planting will need minimal maintenance and be durable and sustainable. The cttee need time to discuss the project and will set up separate meetings to discuss this as an ongoing project. L and E meeting 18<sup>th</sup> June 2026 9.30am Followed by a meeting at 11am for the garden project</p> <p><i>Cliffs /prom – meet 11<sup>th</sup> June 2026 10.30am</i></p> <p><i>Marshes meeting re SSSI – 18<sup>th</sup> June 1.30pm.</i></p> <p><i>Ferry Road garden – additional planting to be considered.</i></p>
6	Ongoing Leisure and Other matters	<ul style="list-style-type: none"> <li>• Town Sign repairs – still on target for spring</li> <li>• Play area updates – Tibbys and Klondyke works are being priced by ESC. Bike racks location being considered.</li> <li>• Community Self Help scheme – list of works required and then to set date</li> <li>• Wi fi and CCTV - Wifi improvements are taking place as per previous agreed minutes. CCTV upgrade taking place on Mights Bridge as per previous minutes. Await response to grant application for Pier area. RNLI permission awaited fro harbour area.</li> <li>• Box Up – monies received – research taking place on the options.</li> <li>• 2<sup>nd</sup> TIC/ Digital Screen – map being drafted for consideration.</li> </ul>
7	Finance – budget – quotes	<ul style="list-style-type: none"> <li>• ESC Visitor Economy Support Scheme grant for project along North Parade – see above.</li> </ul>
8	Events To consider	<ul style="list-style-type: none"> <li>• Charter Fayre – arrangements May 2026 are in progress..</li> <li>• Heritage Open Days – Sept 2026 - collaboration with the other towns is taking place and local organisations are being contacted.</li> </ul>

		<ul style="list-style-type: none"> <li>• Council to consider a staff member to assist the community in organising events – and to assist with STC “Events &amp; Marketing” . Consider whether this could be an application for Sizewell C funding.</li> </ul>
	<b>Date of next meeting</b>	18 <sup>th</sup> June

PLEASE NOTE THAT ALL L AND E MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

On behalf of East Suffolk Council's Cabinet member for Energy and Climate Change and the Energy Projects Team, please see below an overview of this month's core energy project updates:

### **Sea Link – National Grid Electricity Transmission**

National Grid proposes to reinforce the electricity network between Suffolk and Kent via a new 2GW high voltage direct current (HVDC) link between a proposed substation near Friston in Suffolk and the existing Richborough to Canterbury 400kV overhead line in Kent. Sea Link has been in the formal 6-month examination phase with the Planning Inspectorate which closed on 5th May.

There will now be a 3-month period for the Planning Inspectorate's Examining Authority to make a recommendation on the project, and a further 3-month period for the Secretary of State for Energy Security and Net Zero to decide whether to grant development consent or not. If consented, as with all DCOs, there will be a 6-week window of time for any legal challenges to be lodged regarding the decision.

- Up to date Sea Link project information is available on the Planning Inspectorate's website [Sea Link - Project information](#)
- ESC's principal areas of disagreement summary statement (PADSS) can be [found here](#)
- Cllr Tom Daly (Cabinet Member for Energy and Climate Change) – Open Floor Hearing 3 speech can be [found here](#) (starts at 6m24s).

### **LionLink Multi-Purpose Interconnector – National Grid Ventures**

LionLink is a new subsea electricity cable (known as an interconnector) proposed to run between Great Britain and the Netherlands. The project is being developed by National Grid Ventures (NGV) and Dutch partner, TenneT. LionLink remains in the pre-application phase. Statutory consultation closed on 10th March [ESC submitted a detailed 75 page response which can be viewed here.](#)

The next stage for the project will be concluding environmental surveys and data collection to inform the EIA ready for the submission of the application for Development Consent to the Planning Inspectorate – this is currently scheduled for Q4 2026.

- The Planning Inspectorate's project page can be [found here.](#)
- DCO submission to PINS expected in late 2026 [LionLink About | National Grid Group](#)

### **Sizewell C – SZC Co**

Sizewell C was granted development consent in 2022, and construction formally commenced in January 2022. Construction is anticipated to last 9-12 years. ESC has extensive responsibilities throughout the construction and operational phases. For the Nationally Significant Infrastructure Projects (energy projects) team, this centres around processing and determining all planning submissions made under the Development Consent Order. This includes determining discharge of requirement applications and responding to consultations on applications/permits/submissions from other regulatory bodies, including from Suffolk County Council. The first half of 2026 will see works progress at pace in the Friday Street (A12/A1094) area and the Yoxford area.

The Southern and Northern Park and Ride car parks are open. Works on the A12 at Wickham Market and most of the works on the slip road heading onto the Northbound A12 at Wickham Market are complete, with commissioning of street lighting to follow. The works to link the roundabout to the A12, Willow Marsh Lane and the Northern Park

Ride are almost complete. The construction of the Southern and Northern Park and Rides will be completed by the Autumn of this year.

The two village Bypass around St Andrews and Farnham is now in the full construction phase. The new works compound, located at the western end of the Sizewell Link Road, is on programme to be fully operational by mid-June. Further works are also underway to provide a continuous internal haul road within the site will allow additional SLR construction traffic to be redirected away from the B1122 when completed.

In May and June Sizewell C will continue to make general improvements on local roads, in particular on the B1122 and the A12 at Marlesford. These works will improve safety accessibility and include carriageway surfacing, new footways, vegetation management for improved visibility, signage, and village gateways, with a signalised crossing also installed at Marlesford.

Works continue at Friday Street to clear the redundant parts of the A12 and Friday Street in preparation for landscaping and the construction of new footways.

Sizewell C has met an important milestone with level crossing rail tracks now crossing Abbey Road (B1122) at Leiston. This has enabled a track laying train to progress the laying of sleepers and rail which has completed the rail connection between the Green Rail Route and the Temporary Construction Area, where all track laying to the sidings has also been completed. The next step is to use the new tracks to deliver ballast to allow completion of the track construction in a continuous route from the Green Rail Route and through the Temporary Construction Area by the end May 2026. We expect the green rail line to be operational at the end of June.

Work on the North Plaza and the roundabout, which is located to the east of Abbey Road, is on-going. The campus main facility is having framework installed with the first campus bed constructions arriving shortly. Work continues to construct the Bridleway 19 diversion.

The Marine Bulk Import Facility construction is ongoing with the installation of piles from a Canti-travel Rig ongoing.

Officers continue to engage with the project's formal governance structure and attend public forums held by SZC Co.

- Discharges for Sizewell C are ongoing. All discharges are on Public Access and can be found here: [Requirement discharge information and applications » East Suffolk Council](#)
- The Sizewell C Works Tracker provides the most current snapshot of 'on the ground' activity. Works can be followed on the Works Tracker: [Home - Sizewell C Works Tracker \(szcworkstracker.co.uk\)](#)

### **ScottishPower Renewables (SPR)**

The East Anglia TWO and East Anglia ONE North offshore wind farm projects have now concluded the primary discharge of requirements attached to the DCO consents for the onshore works. The ESC team have now discharged the DCO requirements for both projects associated with the 'substations stage'. Substation civil and ground works commenced on site in early March 2026.

- More details on the projects [can be found here](#).

### **Norwich to Tilbury**

The Project proposes to reinforce the high voltage (400 kV) electricity transmission network between Norwich Main down to Tilbury in Essex. The Project will involve new overhead power lines (400kV) as well as new substation works at Norwich Main

(Norfolk), Bramford (Suffolk), Lawford, Tendring (Essex) and Tilbury (Essex). The project is in the Examination Stage and ESC will be monitoring the examination and hearings, noting we submitted a Relevant Representation, however we defer to the host authorities as the project is entirely located outside of the ESC district.

- More details can be found on the [PINS website here.](#)

I trust this brief Energy Projects update is helpful for you.

Regards,

**Andrew Firth | Planner – Energy Projects**

East Suffolk Council

07884 673592

[www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)

[www.eastsuffolkmeansbusiness.co.uk](http://www.eastsuffolkmeansbusiness.co.uk)



## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

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

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

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## 10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [ Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul> <p>of which you are a member or in a position of general control or management</p>
---

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

# SOUTHWOLD TOWN

## Committees/Task & Finish Groups 2026.27

### Committees

Committees						T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	
	Planning & Development Committee	Leisure & Environment Committee	Finance and Governance Cttee	Landlords	Roads Cttee	Communications WG	Entrance to Town	LOOK OF THE TOWN	NSIPS	Harbour	Harbour Revision Order	Employment	DEVOLUTION
Cttee members	6	6	5	6	5								
	Deleg Power - quorum 4	Deleg power - quorum 4	advisory - quorum 3	advisory - quorum 3	advisory - quorum 3								
D Beavan					DB								
P Davy			PD		PD		PD	PD	PD	PD	PD		PD
S Flunder	SF	SF	SF	SF		SF	SF		SF			SF	SF
V Gladwell	VG			VG								VG	
P Goldsmith	PG	PG	PG	PG		PG				PG	PG		PG
P Huggins		PH			PH								
C Hurr	CH	CH			CH								
J Miller		JM		JM		JM		JM	JM				
R Jarvis			RJ		RJ		RJ			RJ	RJ		RJ
V Redington	VR			VR			VR	VR		VR	VR	VR	VR
R Temple	RT												
M Wells		MW		MW				MW					
VACANCIES	0	0	1	0	0								

Mayor is ex officio non voting member of all cttees/ task and finish groups except those where named above

## SOUTHWOLD TOWN COUNCIL

### Representatives 2026.27

	Allotment Holders'	Arts Centre	Blyth Estuary Group	Christmas Lights	East Suffolk Communities Energy PROJECT	Emergency Group	Harbour Users	Southwold Harbour Stakeholder Advisory Group	Reydon and Southwold Food Pantry	RDC	Sizewell Stakeholder Group	SR Society	Southwold/ Walberswick Flood Board	Summer Theatre
<b>Councillor</b>														
D Beavan			<b>DB</b>			<b>ESC</b>								
P Davy					<b>PD</b>						<b>PD</b>			
S Flunder								<b>SF</b>	<b>SF</b>		<b>SF</b>		<b>SF</b>	
V Gladwell							<b>VG</b>					<b>VG</b>		
P Goldsmith	<b>PG</b>									<b>PG</b>				
P Huggins						<b>PH</b>								
C Hurr		<b>CH</b>				<b>CH</b>								
R Jarvis													<b>RJ</b>	
J Miller														
V Redington														<b>VR</b>
R Temple														
M Wells				<b>MW</b>		<b>MW</b>								

Representatives will attend to represent Town Council views and to bring feedback to the Town Council

Representatives will not have voting rights on these organisations or groups

**Information available from Southwold Town Council under the Model Publication Scheme Reviewed May 2026**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Information freely accessible on the website E mail request to admin@southwoldtowncouncil.com Hard copy,	Free  Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Town Hall Noticeboard & website E mail request to admin@southwoldtowncouncil.com Hardcopy	Free  Free 10p per A4 sheet
Location of main Council office and accessibility details	Website, email E mail for details of accessibility Hard Copy	Free  10p per A4 sheet
Staffing structure	Website, Hard copy	Free 10p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b>                      (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website, by e mail Hard copy from Clerk	Free 10p per A4 sheet
Finalised budget	Website, e mail Hard copy	Free 10p per A4 sheet
Precept	E mail / hard copy	Free/ 10p per page
Borrowing Approval letter	Hard copy	10p per page
Financial Standing Orders and Regulations	Website/ e mail Hard copy	Free 10p per A4 sheet
Grants given and received	Recorded in Minutes – see website	Free
List of current contracts awarded and value of contract	Recorded in Minutes – see website Hard copy	Free 10p per A4 sheet

Members' allowances and expenses	Recorded in Minutes – see website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan	Hard copy / website/ e mail	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 sheet Free
Quality status	Hard copy when applicable	10p per page
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard Website/ e mail Hard copy	Free Free 10 per sheet
Agendas of meetings (as above)	Noticeboard/website/ e mail Hard copies	Free 10p per A4 sheet
Minutes of meetings (as above) – (nb this will exclude information that is properly regarded as private to the meeting).	Hard copy Website/ e mail	10p per A4 sheet Free
Committee Reports presented to council meetings – (nb this will exclude information that is properly regarded as private to the meeting and will exclude working group reports).	Hard copy e mail	10p per A4 sheet Free
Responses to consultation papers	Hard copy from Clerk E mail	10p per A4 sheet Free
Responses to planning applications	Formal response in Minutes – see website Hard copy	Free 10p per A4 sheet
Bye-laws	N/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website  Hard copy	Free  10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Website Hard copy	Free 10p per A4 sheet

Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website/ hard copy	Free/10p per sheet
Schedule of charges (for the publication of information)	Website/ e mail / hard copy	Free/ 10p per A4
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	some information may only be available by inspection	
Assets Register	Hard copy available to view.	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not kept	N/A
Register of members' interests	East Suffolk Council website	Free
Register of gifts and hospitality	East Suffolk Council website	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	( some information may only be available by inspection)	
Allotments	Verbally on request	) 10p
Burial grounds and closed churchyards	Verbally on request	) per A4
Community centres and village halls	Verbally on request	) sheet
Parks, playing fields and recreational facilities	Verbally on request	
Seating, litter bins, clocks, memorials and lighting	Verbally on request	
Bus shelters	Verbally on request	
Markets	Verbally on request	)
Public conveniences	Verbally on request	)
Agency agreements	Verbally on request	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Verbally on request	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet, 20p per A3 sheet (black & white)	Estimate of actual costs
	(colour)	Estimate of actual costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	n/a
<b>Other</b>	n/a	N/A

Contact Details  
Southwold Town Council  
Town Hall  
Market Place  
Southwold  
IP18 6EF  
Tel 01502 722576 e mail [admin@southwold-tc.gov.uk](mailto:admin@southwold-tc.gov.uk)



## **SOUTHWOLD TOWN COUNCIL**

### **INVESTMENT STRATEGY 2026.27**

#### **1. INTRODUCTION**

Southwold Town Council (the council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the requirements of the Guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003. Under that section local authorities are required to “have regard” to “such guidance as the Secretary of State may issue” This guidance is effective from 1 April 2018 and applies to parish councils, providing their total investments exceed £100,000 at any time during the financial year. The Local Government Act 2003 states that a local authority may invest: - for any purpose relevant to its functions under any enactment - for the purpose of prudent management of its financial affairs. The Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

#### **2. POLICY**

**2.1** This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks.

#### **3. INVESTMENT OBJECTIVES**

**3.1** The Council’s investment objectives are:-

- **Security** – protecting the capital sum invested from loss: and
- **Liquidity** – ensuring the funds invested are available for expenditure

**3.2** The generation of **yield** is distinct from these prudential objectives. However, this does not mean that potential revenue will be ignored. Once proper levels of security and liquidity are achieved, the council will consider what yield can be obtained consistent with these priorities.

**3.3** All investments will be made in sterling.

**3.4** The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the council will not engage in such activity.

**3.5** The council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

**3.6** Investments will be spread over different providers where appropriate to minimise risk.

#### **4. SPECIFIED INVESTMENTS**

**4.1** Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with “high credit ratings”

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the council will use:

- UK banks and UK building societies;
- Public Bodies (including Local Authorities and Police Authorities);
- UK FCA regulated qualifying money market funds with a triple A rating.

**4.2** The choice of institution and length of deposit will be by the approval of the council.

**4.3** The council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

## **5. NON SPECIFIED INVESTMENTS**

**5.1** These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the council will not use this type of investment.

## **6. LIQUIDITY OF INVESTMENTS**

**6.1** The Responsible Finance Officer in consultation with the Finance and Governance Cttee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity and make recommendations to council.

## **7. LONG TERM INVESTMENTS**

**7.1** Long term investments shall be defined as greater than one year. The council will use the same criteria for assessing long term investment as identified above for specified investments The council does not currently hold any long term investments.

## **8. RISK ASSESSMENT**

**8.1** The council's bank reserves are covered by the Financial Services Compensation Scheme up to £120,000 and must therefore be carefully managed to mitigate the risk of losses. The council will only invest in institutions of "high credit quality" as set out in section 4.1 of this strategy. Investments will be spread over different providers where appropriate to minimise risk. The council will monitor the risk of loss on investments by reference to credit ratings. The council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The council will also have regard for the general economic and political environment in which institutions operate. The investment position will be reviewed annually by the Responsible Financial Officer and reported to the Finance & Governance Committee.

## **9. REVIEW AND AMENDMENT OF REGULATIONS**

**9.1** The Annual Investment Strategy must be reviewed annually and revised if considered necessary.

**9.2** The council reserves the right to make variations to the Investment Strategy at any time subject to the approval of council. Any variations will be made available to the public.

## **10. FREEDOM OF INFORMATION**

**10.1** In accordance with the Freedom of Information Act 2000 this document will be posted on the council's website: <https://southwoldtown.com/>

**Reviewed 26<sup>th</sup> May 2026**

<b>ACCOUNTS FOR PAYMENT - May 2026</b>		
<b>CONTRACTUAL PAYMENTS April/May 2026</b>		<b>Gross</b>
Blizzard Utilities	CCTV Sim charges	£46.18
East Suffolk Council	Council Tax - Waste Site	£89.00
East Suffolk Council	Council Tax - Flat 1 Hurren Terrace	£183.00
East Suffolk Council	Council Tax - Town Hall	£451.00
East Suffolk Council	Council Tax - Craftco	£599.00
East Suffolk Council	Council Tax - 1 Strickland Place	£979.00
British Gas	Charges Casino	£138.74
Mantins	Prof fees re Havenbeach Marshes	£1,803.00
British Gas	Charges Town Hall	£51.00
Friends of Oaklands	Donation re bus	£250.00
Lloyds Bank	Service charges	£17.57
East Suffolk Council	Charter Fair event application fee	£31.50
Eon Next	Charges 1 Strickland Place	£131.05
EDF Energy	Charges Casino	£83.83
<b>MAY 2026 ACCOUNTS FOR PAYMENT (inclusive of VAT)</b>		
<b>REVENUE Budget</b>		
Vertas	Grounds maintenance April 2026	£368.82
Gravesham Trophy Centre	Charter Lunch - long standing awards	£134.80
Ltd	Visitor map for digital screen/domain renewal	£423.13
M Wells	Mileage - CEG Workshop	£18.90
Mumfords	Yale keys - disabled toilet/store room Hurren Terrace	£31.50
Cloudy Group Ltd	Office 365/IT support/Broadband	£477.95
Sole Bay Waste & Recycling	Play area bin emptying April 2026	£422.40
M Glendinning	Grounds maintenance	£40.00
L Beevor	Reimb. NEST pension/flowers for flag presentation	£92.80
Mr G Moore	Grounds Maintenance- Elec Grn/Mights Gdn/Ferry Rd/Klondyke	£150.00
Service Copier Supplies	Meter readings Town Hall pronter	£480.65
Ecotricity	Elect for EV chargers Gardner Road car park	£1,666.19
Sole Bay Arts CIO	Donation re roof repairs - Jan 26	£1,000.00
Salaries/ PAYE/ Pension	Staff costs - May 2026	£11,784.82
<b>Capital Budget</b>		
A Tyrrell	New padlocks for donations boxes	£44.64
Elements EPC	Legionella tests - various properties	£310.00
Anglian Water	Water & sewerage charges Craftco (1/3 STC - 2/3 Craftco)	£69.66
Anglian Electrical & Security	Call out for Town Hall security alarm	£42.00
Utility Warehouse	Charges Flat 1 Hurren Terrace	£31.14
DCH Builders	Works Kilcock Cliff toilets	£5,070.00
East Coast Insulations	Asbestos surveys Flat 1 Hurren Terrace/Casino	£1,260.00
NPS Property Consultants	Prof fees general review of leases	£1,620.00
NPS Property Consultants	Prof fees Fire Station site advice	£1,443.60
Prestige Fire Safety Ltd	Supply & fit fire board undercroft Hurren Terrace	£4,057.20





Annual Budget - By Combined Account Code (Actual YTD Month 1)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Budget Income</u></b>										
1076	Precept	0	176,651	185,960	92,980	0	0	0	0	0
1090	Interest Received	0	49,218	36,000	1,155	0	0	0	0	0
1105	Footpaths Income	0	1,068	0	0	0	0	0	0	0
1110	Market Income	0	14,649	13,000	788	0	0	0	0	0
1115	Emergency Plan	0	75	0	0	0	0	0	0	0
1130	Fair Site Rents	0	500	500	0	0	0	0	0	0
1149	Donations - car parking	0	8,810	6,000	1,024	0	0	0	0	0
1150	Donations/Grants Received	0	33,599	10,000	500	0	0	0	0	0
1155	Hire of Committee Room	0	275	100	0	0	0	0	0	0
1156	CIL	0	2,500	1,000	0	0	0	0	0	0
1159	Car Charging	0	24,620	14,500	-53	0	0	0	0	0
1190	Miscellaneous Income	0	1,485	0	150	0	0	0	0	0
1400	Insurance Contributions	0	9,198	7,000	0	0	0	0	0	0
1410	Water Contributions	0	44	1,000	0	0	0	0	0	0
1411	Electricity contributions	0	948	0	0	0	0	0	0	0
1500	Rental Income	0	301,000	268,000	14,724	0	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>624,639</b>	<b>543,060</b>	<b>111,268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Direct Expenditure</u></b>										
4096	loan repayment	0	31,195	31,500	0	0	0	0	0	0
<b>Direct Expenditure</b>		<b>0</b>	<b>31,195</b>	<b>31,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Overhead Expenditure</u></b>										
4000	Salaries (inc. NI)	0	125,577	116,000	0	0	0	0	0	0

Continued on next page

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## Annual Budget - By Combined Account Code (Actual YTD Month 1)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005	Pensions	0	20,390	20,000	-73	0	0	0	0	0
4010	Town Hall Running Costs	0	14,448	17,000	629	0	0	0	0	0
4016	Grant Expenditure	0	4,157	10,000	97	0	0	0	0	0
4020	Chairman's Allowance	0	212	1,100	69	0	0	0	0	0
4040	Postage	0	570	100	0	0	0	0	0	0
4045	Stationery	0	1,551	700	0	0	0	0	0	0
4050	Printing	0	22	1,000	610	0	0	0	0	0
4060	Subscriptions	0	1,567	1,200	566	0	0	0	0	0
4065	Travel	0	516	0	75	0	0	0	0	0
4070	Training & Conferences	0	376	1,200	593	0	0	0	0	0
4074	Comms & media support	0	191	3,200	0	0	0	0	0	0
4075	Software & Support	0	9,182	9,400	1,376	0	0	0	0	0
4080	Insurance	0	38,186	44,000	39,777	0	0	0	0	0
4085	Audit Fees	0	3,696	1,575	-2,495	0	0	0	0	0
4090	Legal Fees	0	22,708	15,000	-4,695	0	0	0	0	0
4091	Professional fees	0	31,978	7,000	-14,823	0	0	0	0	0
4097	Prof fee/Surveys etc Stat Road	0	3,850	0	0	0	0	0	0	0
4100	Safe Custody Service Charges	0	188	210	15	0	0	0	0	0
4105	Elections	0	0	3,000	0	0	0	0	0	0
4110	Allowances	0	400	500	0	0	0	0	0	0
4207	Staff Resource	0	0	11,000	0	0	0	0	0	0
4210	Annual Events	0	4,358	5,150	0	0	0	0	0	0
4220	Donations	0	13,738	9,079	-250	0	0	0	0	0
4221	Community Support Services	0	0	5,000	0	0	0	0	0	0
4223	Marketing support	0	0	5,500	0	0	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 1)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4224	Town Website	0	23	1,000	0	0	0	0	0	0
4245	Highways works/Road Closures	0	1,812	12,000	0	0	0	0	0	0
4246	SCC Feasibility	0	0	2,000	0	0	0	0	0	0
4260	Civic Uniform	0	15	100	0	0	0	0	0	0
4300	Kilcock Toilets	0	16,319	13,200	-8,117	0	0	0	0	0
4310	Grounds Maintenance	0	12,588	13,000	250	0	0	0	0	0
4315	Workshop	0	40	1,000	0	0	0	0	0	0
4410	Market	0	1,537	2,200	588	0	0	0	0	0
4420	Klondyke/Tibbys Green	0	17,290	17,000	296	0	0	0	0	0
4425	Car parks/parking/EVC	0	17,584	3,000	-1,000	0	0	0	0	0
4435	CCTV.wi fi. business	0	1,578	4,000	-978	0	0	0	0	0
4445	Asset Purchases	0	9,502	5,000	-2,930	0	0	0	0	0
4446	mayoral chain	0	0	14,500	0	0	0	0	0	0
4447	new play equip	0	0	10,000	0	0	0	0	0	0
4500	Property/Land Maintenance	0	155,223	45,000	-48,433	0	0	0	0	0
4501	town hall refurb	0	0	65,000	0	0	0	0	0	0
4502	Marshes	0	295	2,000	307	0	0	0	0	0
4505	Inspections/Landlord Fees	0	7,954	5,000	475	0	0	0	0	0
4506	station rd refurb project	0	55,809	0	0	0	0	0	0	0
4509	hurren terr gable	0	86,787	5,000	0	0	0	0	0	0
4510	other prop	0	0	10,000	0	0	0	0	0	0
4511	Red Cross Hut	0	0	20,000	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	682,214	537,914	-38,070	0	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 1)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	0	624,639	543,060	111,268	0	0	0	0	0
<b>Expenditure</b>	0	713,409	569,414	-38,070	0	0	0	0	0
<b>Net Income over Expenditure</b>	<u>0</u>	<u>-88,770</u>	<u>-26,354</u>	<u>149,338</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	1,829	0	0	0	0	0
less Transfer to EMR	0	2,500	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(91,270)</u>	<u>(26,354)</u>	<u>151,167</u>	<u>0</u>		<u>0</u>		

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1150	Donations/Grants Received	101	General Administration	Screen suffolk donation fro filming in town
1156	CIL	101	General Administration	No Cil in April 2026
1159	Car Charging	101	General Administration	monies owed for March 2026 - journal entry
1190	Miscellaneous Income	101	General Administration	£150 Lloyds Bank re complaint re mandate
4000	Salaries (inc. NI)	101	General Administration	salaries debited 31st March 26 and 1st May 2026 - nothing debited in April
4005	Pensions	101	General Administration	half rev half capital budget - 136k total includ salaries and pension
4010	Town Hall Running Costs	101	General Administration	16k and 3k budget to subs etc
4016	Grant Expenditure	101	General Administration	will be contra to grant income 1150
4075	Software & Support	101	General Administration	BUDGET 8400 PLUS 1000 FOR MODERNISATION
4080	Insurance	101	General Administration	half capital half revenue budgets
4110	Allowances	101	General Administration	bellman and sgt at mace. paid in 2 installments
4207	Staff Resource	201	Other Expenditure	6K EVENTS AND 5K LGR
4210	Annual Events	201	Other Expenditure	3150 CIVIC 2K ORD
1410	Water Contributions	401	Asset Management	Craftco contribution for premises bill
4425	Car parks/parking/EVC	401	Asset Management	see separate list re evc income. expend. offset by income. see code 1159
4435	CCTV.wi fi. business	401	Asset Management	1K MAIN AND 3K NEW
4445	Asset Purchases	401	Asset Management	town sign from L and E budget - dep paid
4446	mayoral chain	401	Asset Management	duplicate chain
4511	Red Cross Hut	401	Asset Management	see correspondence with planning esc
1506	Property sale	526	6 Strickland Place -Kitchen	POTENTIAL OF 1 Strickland place

**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 01/04/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	8,174
105	VAT Control Account	1,884
200	Current Bank Account	236,741
205	Lloyds Business Account	624
225	32 Day Notice	31,658
230	Public Sector Deposit Fund	1,109,148
<b>Total Current Assets</b>		<b>1,388,230</b>
<u>Represented by :-</u>		
300	Current Year Fund	149,338
310	General Reserves	153,227
311	EM Res - Asset Purchase &	250,000
314	EM Res - Elections	6,500
315	EM Res - CCTV	25,000
317	EM Res - Staff Resources	50,000
322	EM Res - Grants/Pledges	16,288
323	EM Res - Town Hall	50,000
324	EM Res - Website	4,000
325	EM Res - Business support	4,000
326	EM Res - Emergency plan	75
327	EM Res - CIL reserve fund	11,664
328	EM Res - Marshes	2,000
329	EM RES - Screen TIC	2,000
330	EM Res - Capital Account	11,961
331	EM - Res - capital sale	573,176
332	EM Res - Roads includes ESC cl	67,000
333	EM Res - Course/Training	2,000
334	EM Res - Hurren Terrace	10,000
<b>Total Equity</b>		<b>1,388,230</b>



# **MODEL STANDING ORDERS 2026 UPDATE (ENGLAND)**

## **SOUTHWOLD TOWN COUNCIL**

### **APPROVED BY COUNCIL AT ITS MEETING OF 26<sup>th</sup> MAY 2026**

#### **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair 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 chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right

of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.
- u A member shall stand when speaking unless permitted by the chairman to sit, on account of infirmity.
- v During the sitting of the Council every member shall, in addressing the Mayor, Deputy Mayor, councillors and Town Clerk employ their respective official titles.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

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

## 3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the**

**business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 3 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair 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 chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 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 ( ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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

## 5. **ORDINARY COUNCIL MEETINGS**

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

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

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

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

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

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 5 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 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 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

shall include deciding who has access to personal data and encryption of personal data.

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

## 12. DRAFT MINUTES

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

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

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

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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

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

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer, or if the Proper Officer requests, 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 by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required

- 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 Principal 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 them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

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

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

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

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

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) 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 the finance cttee 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)
- 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 .

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. to council a statement summarising the Council's receipts and payments (or income and expenditure) for the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d 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 7 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 [60,000] 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the employment committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or the chairman of the Employment Working Group of absence occasioned by illness or other reason and that person shall report such absence to Employment Working Group at its next meeting.
- c The chairman of the Employment Working Group or in his absence the vice-chairman of the Group shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Council employees. The reviews and appraisal shall be reported in writing and to the Employment Working Group.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Employment Working Group or in his absence, the vice chairman of the Employment Working Group in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Employment Working Group.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any Town Council employee relates to the chairman or vice-chairman of the Employment Working Group, this shall be communicated to another member of Employment Working Group, which shall be reported back and progressed by resolution of the Employment Working Group.
- 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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning 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 resolution of council/ committee.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

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

OR

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

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

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

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

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 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## Southwold Town Council FINANCIAL REGULATIONS

*Red figures approved 29<sup>th</sup> October 2024*

*Reviewed May 2026*

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**These Financial Regulations were adopted by the council at its meeting held on 29<sup>th</sup> October 2024**

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of [£5,000]; and

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk /RFO] shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the finance cttee at least annually by December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

4.6. The draft budget with any committee proposals shall be considered by the finance committee and a recommendation made to the council.

4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the finance committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£80,000 excluding VAT**, the Clerk shall seek formal tenders from at least three suppliers agreed by finance cttee or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation if requested by the Finance cttee. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than **£ 10,000** excluding VAT the Clerk/RFO shall seek at least **2 quotes**;

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<sup>1</sup> The Regulations require couth the aim of them being fixes  
jd VAT, regardless of whether they were advertised.

- 5.9. where the value is between **£5000 and £10,000 excluding VAT**, the Clerk/RFO shall try to obtain 2 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the finance cttee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£2000 excluding VAT**.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below **£7,500 excluding VAT**.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under **£7,500 excluding VAT**
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items **over £7,500;**
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the relevant committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £5,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank PLC. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO or authorised officer.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the finance ctee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to **£2,000 excluding** VAT, within an agreed budget.
  - ii. payments of up to **£5,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk /RFO can certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of **£30,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will also be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or another officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, an officer or an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online .
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the finance cttee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and another officer or an authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be regularly checked with suppliers .
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## 9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of **£1000** unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the finance cttee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/ RFO and other officers and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses/purchases of up to **£1,000 excluding VAT**, incurred in accordance with council policy, unless authorised by a member of the finance cttee.

## 10. Petty Cash

- 10.1. The council will not maintain any form of cash float.

## 11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or finance committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. Delivery notes shall be obtained in respect of all goods received or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

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

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case.

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one

item does not exceed **£5,000**. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to finance cttee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on 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 RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

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

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

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