



HILDALE PARISH COUNCIL

STANDING ORDERS

Adopted July 2007

Amended May 2009 / September 2012

Reviewed July 2015

Amended July 2016

Amended September 2016

Amended September 2017

Reviewed & Updated 2.7.20

Reviewed 03.03.22

1. MEETINGS

- a) Meetings of the Council shall be held bi-monthly on the 1st Thursday at 7-00 p.m. in the Village Hall Chorley Road Hilldale.
- b) Smoking is not permitted at any Meeting of the Council.

2. THE STATUTORY ANNUAL MEETING

- a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
- b) **In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.**

- 3. **In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year.**

4. CHAIRMAN of the MEETING

- a) **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

5. PROPER OFFICER

- 5.1 Where a statute, regulation or order confers a function or duties on the Proper Officer of the Council in the following cases, it shall be the Clerk:-
 - a) To receive Declaration of Acceptance of Office.
 - b) To receive and record notices disclosing interests at meetings.

- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of byelaws made by another authority.
- f) To sign and issue the summons to attend meetings of the Council.
- g) To keep proper records for all Council meetings.

6. QUORUM of the COUNCIL

- 6.1 Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
- 6.2** If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declaration of interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
- 6.3** For a quorum relating to a committee refer to Standing Order 23.5.

7. VOTING

- 7.1** Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 7.2** **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- 7.3** **Subject to 7.4 and 7.5 below the Chairman may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not the Chairman gave an original vote.**

- 7.4** If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve membership of the Chairman and Vice-Chairman until the end of their term of office, they may not give an original vote in an election for Chairman.
- 7.5** The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

8. ORDER OF BUSINESS.

8.1 At each annual Parish Council Meeting the first business shall be:-

- a) To elect a Chairman of the Council.
- b) To receive the Chairman's declaration of acceptance of office or, if not received then, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) To elect a Vice-chairman of the Council.
- f) To appoint representatives to other bodies.
- g) To appoint committees.

And thereafter shall follow the order set out at 8.4.

8.2 At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as required by law to be made or, if not then received, to decide when they shall be received.

- 8.3** In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 20.1 must be read in conjunction with this requirement.
- 8.4** After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-
- a) To receive Apologies.
 - b) To receive Declarations of Interest.
 - c) The Minutes to be taken as read as copies will have been circulated in advance to each member.
 - d) After consideration to approve and sign the Minutes by the person presiding as a record.**
 - e) To deal with business expressly required by statute to be done.**
 - f) To dispose of business, if any, remaining from the last meeting.
 - g) To receive such communications as the person presiding may wish to lay before the Council.
 - h) To answer questions from Councillors.
 - i) To receive and consider reports and minutes of committees.
 - j) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - k) To authorise the signing of order for payment.

9. URGENT BUSINESS.

- 9.1** A motion to vary the order of business on the grounds of urgency:
- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - b) Shall be put to the vote without discussion.

10. RESOLUTIONS MOVED on NOTICE.

- 10.1** Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 5 clear days before the next meeting of the Council.
- 10.2** The Clerk shall date every notice of resolution or recommendation when received, shall number each notice in the order in which it was received and shall make a record which shall be open to the inspection of every member of the Council.
- 10.3** The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they were received unless the member giving notice of motion has , in writing stated that they intend to move at some later meeting or that they withdraw it.
- 10.4** If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 10.5** If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 10.6** Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

11. RESOLUTIONS MOVED WITHOUT NOTICE.

11.1 Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting.
- b) To correct Minutes.
- c) To approve Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To amend a motion.
- k) To give leave to withdraw a resolution or amendment.
- l) To extend the time limit for speeches.
- m) To exclude the press and public (See Standing Order 30)
- n) To silence or eject from the meeting a member named for misconduct.(See Standing Order 15.1, 15.2 15.3 15.4)
- o) To give the consent of the Council where such consent is required by these Standing Orders.
- p) To suspend Standing Orders. (See Standing Order 36.1)
- q) To adjourn the meeting.

12. QUESTIONS.

12.1 A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided 3 clear

days notice of the question has been given to the person to whom it is addressed.

- 12.2** No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 12.3** Every question shall be put and answered without discussion.
- 12.4** A person to whom a question has been put may decline to answer.

13. RULES of DEBATE.

- 13.1** No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- 13.2** A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- 13.3** A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- 13.4** A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- 13.5** No speech by a mover of a resolution shall exceed 2 minutes and no other speech shall exceed 2 minutes except by consent of the Council.
- 13.6** An amendment shall be either:-

- a) to leave out words.
- b) To leave out words and insert others.
- c) To insert or add words.

13.7 An amendment shall not have the effect of negating the resolution before the Council.

13.8 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendments may be moved.

13.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

13.10 The mover of a resolution or an amendment shall have a right of reply, not exceeding 2 minutes.

13.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point or order, or in personal explanation, or to move a closure.

13.12 A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

13.13 A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

13.14 When a resolution is under debate no other resolution shall be moved except the following:-

- a) To amend the resolution.
- b) To proceed to the next business.
- c) To adjourn the debate.
- d) That the question be now put.
- e) That a member named be not further heard.
- f) That a member named leaves the meeting.
- g) That the resolution be referred to a committee.
- h) To exclude the public and press.
- i) To adjourn the meeting.

13.15 A member shall remain seated when speaking unless requested to stand by the Chairman.

13.16 A ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

13.17 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.

13.18 Whenever the Chairman speaks during a debate all other members shall be silent.

14. CLOSURE.

14.1 At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such a motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if the Chairman is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be

now put” is carried, the Chairman shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

15. DISORDERLY CONDUCT.

15.1 All members must observe the Code of Conduct which was adopted by the Council July 2012.

15.2 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

15.3 If in the opinion of the Chairman, a member has broken the provisions of paragraph 15.2 the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Standards Board.**

15.4 If either of the motions mentioned in paragraph 15.3 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

16. RIGHT of REPLY.

16.1 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After

the right of reply has been exercised or waived, a vote shall be taken without further discussion.

17. ALTERATION of RESOLUTION.

17.1 A member may, without consent of his/her seconder, move amendments on their own resolution.

18. RESCISSION of PREVIOUS RESOLUTION.

18.1 A decision, whether affirmative or negative, of the Council shall not be reversed within six months except by either a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

18.2 When a special resolution or any other resolution moved under the provision of paragraph 18.1 of this Order has been disposed of, no similar resolution may be moved within a further six months.

19. VOTING on APPOINTMENTS.

19.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off

the list and a fresh vote taken, and so on until majority of votes is given favour of one person.

20. DISCUSSIONS and RESOLUTIONS AFFECTING EMPLOYEES of the COUNCIL.

20.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions

of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press and public shall be excluded (See Standing Order 30.1)

21 RESOLUTIONS on EXPENDITURE.

21.1 Any resolution (which moved otherwise than in pursuance of a recommendation of the Finance Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, (and the Finance Committee shall report on the financial aspect of the matters).

22 EXPENDITURE.

22.1 Orders for the payment of money shall be authorised by resolution of the Council and signed by any two from five members or the Clerk and one member of the council.

23. COMMITTEES.

23.1 The Council; may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any members of a committee so as to hold office later than the next Annual Meeting.
- b) May subject to the provisions of Standing Order 18, 18.1, 18.2

above at any time dissolve or alter the membership of committee.

- 23.2** The chairman and Vice-chairman, ex-officio, shall be voting members of every committee.
- 23.3** Every committee shall at its first meeting before proceeding to any other business elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its meeting arrangements for the year.
- 23.4** Special Meeting. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 23.5** Except where ordered by the Council in the case of a committee, the quorum of a committee shall be one half of its members.
- 23.6** The Standing Orders on rules of debate (except those parts relating to standing and to speak more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee members.
- 23.7** Voting in Committee. Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 23.8** **Chairmen of committees shall in the case of an equality of votes have a second or casting vote.**
- 23.9** Presence of non-members of committees at Committee Meetings. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain their resolution to the committee but shall not vote.

24. ACCOUNTS and FINANCIAL STATEMENT.

- 24.1** Except as provided in 24.2 of this Standing Order or by statute, all accounts for payment and Claims upon the Council shall be laid before the Council.
- 24.2** Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the proper officer for payment with the approval of the Chairman or Vice-chairman of the Council.
- 24.3** All payments ratified under paragraph 24.2 of this Standing Order shall be separately included in the next schedule of payments before the Council.
- 24.4** The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A financial statement prepared on the receipts and payments basis for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of September.

25. ESTIMATES and PRECEPTS.

- 25.1** The Council at its meeting before the end of **December** shall approve written estimates for the coming financial year.
- 25.2** **The Council shall approve the Budget and Precept at its meeting in January.**

26. INTERESTS.

- 26.1** **If a member has a personal interest as defined by the Code of Conduct adopted by the Council July 2012 then he/she must declare such interest as soon as it becomes apparent,**

disclosing the existence and nature of that interest as required.

- 26.2 If a member who has declared a personal interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the item to which the interest relates.**
- 26.3 The Clerk will compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Borough Council.**
- 26.4 If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council any such disclosure. Where relationship to a member is disclosed, Standing Orders 26.1 and 26.2 shall apply.**
- 26.5 The Clerk shall make known the purpose of Standing Order 26.4 to every candidate.**

27. CANVASSING of and RECOMMENDATIONS by MEMBERS.

- 27.1 Canvassing by members of the Council directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this paragraph to every candidate.**
- 27.2 A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment but, nevertheless any such member may give a written testimonial of a candidate's ability, experience or**

character for submission to the Council with an application for appointment.

- 27.3** Standing Orders 26.4, 27.1 and 27.2 shall apply to tenders as if the person making the tender were a candidate for an appointment.

28. INSPECTION of DOCUMENTS and Freedom of Information Act

- 28.1** A member may for the purpose of their duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 28.2** **All minutes kept by the Council and by any committee shall be open for inspection of any member of the Council.**
- 28.3** **All requests for Minutes and Reports subject to the Freedom of Information Act shall be supplied as set out in the Schedule.**

29. UNAUTHORISED ACTIVITIES.

- 29.1** No member of the Council or of any committee shall in the name of or on behalf of the Council inspect any lands or premises which the Council has a right or duty to inspect or issue orders, instructions or directions unless authorised to do so by the Council.

30. ADMISSION of the PRESS and the PUBLIC to MEETINGS.

- 30.1 **The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolution: -**
“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.
- 30.2 The Council shall state the special reason for exclusion.
- 30.3 At all meetings of the Council the Chairman may at the Chairman’s discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting or raise other issues of concern.
- 30.4 The Clerk shall afford the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- 30.4.1** A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the Council or its committees but otherwise may:
- (a) Film, photograph or make an audio recording of a meeting;
 - (b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;

- (c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

30.5 If a member of the public interrupts the proceedings at any meeting, the Chairman may, without warning, order that the person be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.

31. CONFIDENTIAL BUSINESS.

- 31.1 No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or a committee.
- 31.2 Any member in breach of the provisions of the above paragraph shall be removed from any committee of the Council by the Council.

32. LIAISON with COUNTY and BOROUGH COUNCILLORS.

- 32.1 A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County Councillor for the division and to the District Councillors for the ward.
- 32.2 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or District Council shall be transmitted to the County Councillor for the division or to the Borough Councillors for the ward as the case may require.

33. PLANNING APPLICATIONS.

- 33.1 The Clerk shall, as soon as it is available, enter in a book or electronic file kept for the purpose the following particulars of

every planning application notified to the Council:-

- a) The date on which it was received.
- b) The name of the applicant.
- c) The place to which it relates.

33.2 The Clerk shall refer every planning application received to members of the Council within 24 hours of receipt.

34. FINANCIAL MATTERS.

34.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:-

- a) The accounting records and systems of internal control.
- b) The assessment and management of risks faced by the council.
- c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
- d) The financial reporting requirements of members.
- e) Procurement policies including the setting of values for different procedures where the contract has an estimated value less than £50,000.

34.2 Expenditure of £10,000 or above shall be decided by a formal tender process. Three quotes will be obtained for work under £10,000 Any formal tender process shall comprise the following steps, as required:-

- a) A public notice of intention to place a contract to be placed in all notice boards and on the web site.
- b) A specification of the goods, materials, services and the execution of the works shall be drawn out.
- c) Tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time.

- d) Tenders submitted are to be opened, after the stated closing date and time, by the Clerk.
- e) Tenders are then assessed and reported to the appropriate meeting of the Council.

34.3 The Council is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to Standing Orders 26.1, 27.1 and 27.2 regarding improper activity.

34.4 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate will state clearly the amounts of payments that amounts of payments that can be instructed by the use of the Service Administrator alone to include the Chairman or Vice Chairman acting alone.

34.5 Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

34.6 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]..

34.7 Any Debit Card issued for use will be specifically restricted to the Clerk (and the RFO), Chairman and Vice Chairman and will be restricted to a single transaction maximum value of [£100] unless authorised by 2 Councillors in writing before any order is placed. Except in an emergency which will be reported to 2 Councillors as soon as the emergency is under control.

34.8 The Financial Regulations of the Council shall be subject to regular review, at least once every 4 years.

35. CODE of CONDUCT on COMPLAINTS.

35.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board.

36. TRAINING

36.1 All newly elected councillors shall attend as soon as practicable after election an approved course of training.

36.2 The newly elected Chairman shall attend as soon as practicable after appointment an approved course of chairmanship training.

36.3 All councillors shall attend approved courses of training that may from time to time be appropriate.

36.4 The Clerk and Responsible Finance Officer shall attend appropriate training courses from time to time as approved and required by the Council.

37. VARIATION REVOCATION and SUSPENSION of STANDING ORDERS.

37.1 Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

37.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

37.3 Standing Orders to be given to each member by the Clerk upon delivery to the Clerk the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council July 2012.

THE DUTIES OF THE RESPONSIBLE FINANCE OFFICER(RFO)

The Clerk, as the sole proper Officer of the Parish Council will also perform the duties of the R.F.O and be responsible for the administration of the Council's financial affairs, summarised as follows:-

1. Prepare financial reports for the Council on the following basis.
 - a) expenditure compared with budget at the scheduled bi-monthly meeting.
 - b) Projected annual expenditure compared with annual budget in December
 - c) Bank account balances at scheduled bi-monthly meetings.
2. Enter currently, all sums received and expended in the Receipts and Payments book.
3. Manage cash flow.
4. Safe keep and control cheque books.
5. Prepare a Schedule of Accounts for payment for authorisation at each Parish Council Meeting.
6. Manage the insurance risk and process claims.
7. Submit VAT claims at least once per year.
8. Prepare draft estimates in December Meeting. When approved by Council in January, these will form the annual budget and determine the Precept.
9. Submit the agreed Precept to the Borough Council in time to meet their deadline.
10. Maintain the Register of Assets.
11. Engage a suitably qualified person to undertake the Internal Audit.

12. Complete the annual accounts in accordance with the Local Government Act 2000, Financial Regulations as soon as practicable after the end of the financial year and report thereon to the Council.
13. Prepare the Statement of Accounts and the Statement of Assurance for approval by the Council prior to submission to the External Auditor.
14. The Clerk/RFO is authorised to spend up to £250 in an emergency situation with the Chairman or Vice Chairman being made aware as soon as possible.

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Amended July and September 2016

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