



Brandon & Byshottles Parish Council

Mrs C Dixon
Clerk to the Council

*Council Offices
6 Goatbeck Terrace
Langley Moor
County Durham
DH7 8JJ
Tel: 0191 3789947
info@brandonandbyshottlesparishcouncil.gov.uk*

8th May 2026

Dear Councillor,

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Friday 15th May 2026, at 6.30pm

Mrs Claire Dixon
Clerk to the Council

AGENDA

1. **Election of Chair for 2026/27** – to elect the Chair for the 2026/27 year, following which the newly elected Chair will sign the Declaration of Acceptance of Office and may make a short acceptance speech.
2. **Election of Vice- Chair for 2026/27** – to elect the Vice-Chair for the 2026/27 year.
3. **Apologies for Absence** – to consider for approval.
4. **Declarations of interest and requests for dispensations** – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.
5. **Minutes of the previous meeting** – to consider for approval the minutes of the meeting held on 17th April 2026 (attached).
6. **Allotment Meeting Minutes** - to receive the minutes of the Allotment Committee held on 24th March 2026 (attached).
7. **Review Committees & Working Groups, Scheme of Delegation and Terms of Reference** - to consider for approval (attached).
8. **Standing Orders Review** – to consider the Standing Orders (attached).
9. **Financial Regulations Review** – to consider the Financial Regulations (attached).
10. **Complaints Procedure Review** – to consider the Complaints Procedure (attached).
11. **Calendar of Meetings 2026/27** – to approve the calendar of meetings for 2026/27 (attached).
12. **Representatives to Outside Bodies** – to appoint representatives to the following: -
 - a) **County Durham Association of Local Councils (CDALC)** including Larger Councils Forum – 3 representatives including the Clerk;
 - b) **National Association of Councillors** – 2 representatives;
 - c) **Mid-Durham Parish Councils Committee** - 3 representatives plus the Clerk *this may change to be in line with the Mid Durham Local Network area;
 - d) **Brandon Table Tennis Club** – 1 representative;
 - e) **Brandon Carrside Youth & Community Project** – 2 representatives.

13. **Subscriptions** – to approve the subscriptions for 2026/27 to the following representative bodies:
 - a) **County Durham Association of Local Councils (CDALC)**
 - b) **Society of Local Council Clerks (SLCC)**
 - c) **National Association of Councillors (NAC)**
 - d) **The National Allotment Society (NAS)**
 - e) **The Open Spaces Society,**
14. **Chair's Allowance** – to confirm the Chair's Allowance at £1,513 as per budget.
15. **Bank Signatories** – to confirm the bank signatories for the Council's accounts with The Cooperative Bank and the CCLA Public Sector Deposit Fund.
16. **Public Participation** – to receive any questions or representations from members of the public.
17. **Presentation of Donations** – Chair to present donations to:
 - a. **Esh Winning Residents Association**
 - b. **Browney Residents Association**
18. **Donations** (attached)
 - a. **Durham Jets Netball Club** – Requesting £4500 towards running costs as newly formed club.
 - b. **Browney Residents Association** – Requesting funds to take the Browney Lodge Banner and Browney Academy Banner to the Miners Gala on Saturday 11th July 2026 (attached)
19. **Brandon Carrside** – to consider report (to follow).
20. **Planning Applications** – to consider any response to applications received between 10th April and 8th May 2026 (attached).
21. **Invoices for payment** – to consider invoices for approval (attached).
22. **Bank Transfer** – to approve transfer of funds from CCLA to current account.
23. **NAC Conference to be held on 15th June 2026 at 10.30 am at the Station Hotel, Carlisle** - to consider attendees.
24. **Brandon Carrside Youth & Community Project Toilet Refurbishment** – to confirm the allocation and split of funding between Brandon and Meadowfield and Browney wards towards the refurbishment works.
25. **Durham Miners Gala** – To consider an advert (attached).
26. **Play Area Inspections** – to note the information (attached).
27. **Broompark Play Area Complaint** – to receive the information (attached).

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON FRIDAY 17th APRIL 2026, AT 6.30 PM

Present:

Councillor J Jamieson (Chair)

Councillors, P Askell, D Bell, A Bonner, F Bonner, J S Burt, J C Chapman, P A B Elmer, J Grantham, D Hindmarch, D Rowland, S Leckenby, E H Simpson, F D Simpson, C J Smith, P Stoddart, J A Turnbull, M Wall and M Wilson.

ALSO PRESENT: Mrs C Dixon (Clerk), Mrs S Cash (Assistant Clerk)

249. Apologies for Absence

Apologies received from Councillors J E Hirst and D Bregazzi

RESOLVED: To **RECEIVE** the apologies.

250. Declarations of Interest & Requests for Dispensations

Declarations of interest were received from the following:

Item 257 and 263 - Cllr J Grantham Brandon Carrside - Committee Member.

Item 257 and 263 - Cllr S Leckenby - Brandon Carrside - Committee Member.

Item 257 and 263 - Cllr J Turnbull - Brandon Carrside - Committee Member.

RESOLVED: To **RECEIVE** the declarations of interest.

251. Public Participation

RESOLVED: There was **NO** public participation.

252. Minutes of the Meeting held on 24th March 2026.

RESOLVED: The minutes of the Meeting held on 24th March 2026 were **CONFIRMED** as a correct record and signed by the Chair.

253. Q&A with Councillor Nicola Lyons

Councillor J. S. Burt queried whether Durham County Council intends to remove damaged flags from lamp posts within the area. Councillor Lyons advised that Councillor Burt contact Councillors P. Elmer and J. Elmer for further information.

Councillor E. Simpson raised concerns that the display of flags on lamp posts may contravene planning regulations. Councillor Lyons noted that she was unable to comment, as the matter falls outside her ward (Brandon and Byshottles).

Councillor P. Stoddart sought clarification on the cancellation of the March full council meeting. Councillor Lyons confirmed that the meeting was cancelled due to the absence of substantive business.

Councillor D. Simpson enquired about the process for removing defaced flags. Councillor Lyons advised that she contact her directly via email.

Councillor J. Turnbull requested an update on Local Networks. Councillor Lyons reported that 98 councillors are currently engaged and that a stakeholder group will be

AGENDA ITEM 5

established. She emphasised that the initiative will be community led, fair, and transparent.

Councillor E. Simpson asked whether community members could participate in the stakeholder group. Councillor Lyons confirmed this and advised that a community event is scheduled for May 2026.

Councillor D. Bell thanked Councillor Lyons for her attendance and acknowledged her commitment to the local community.

254. Donation Requests

- a) Esh Winning Residents Association request for funding of £500 towards the fun day
RESOLVED: To **APPROVE** the donation to be paid from West ward.
- b) Esh Winning Residents Association request for funding of £250 towards the purchase of large poppies for Remembrance Day
RESOLVED: To **APPROVE** the donation to be paid from West ward.
- c) Browney Residents Association request for funding towards a fence art day at the Fair Exchange Community Garden.
RESOLVED: To **APPROVE** the donation from South ward however, clarification to be sought on the amount requested before payment is made.

255. Invoices for Payment

Authorisation was requested to pay accounts for £85,522.86.

RESOLVED: To **APPROVE** payment of the accounts amounting to £85,522.86. The accounts to be checked and verified by two councillors before payment.

256. Planning Applications

Week ending 20 March 2026

DM/26/00638/VOC

Mr and Mrs Rochford- Variation of Condition 2 (Approved Plans) pursuant to planning permission DM/23/01899/FPA to extend single storey extension to north, reposition garage to east and install bifold doors, insert additional window on west elevation and make alterations to internal layout.

RESOLVED: To **NOTE** the information.

Week ending 27 March 2026

DM/26/00682/FPA - Mr and Mrs Stobart, Construction of access road, field shelters and polytunnel (retrospective). Land to the south of Black Horse Inn, 1 Hamilton Row, Waterhouses, DH7 9AU

RESOLVED: To **NOTE** the information.

Week ending 3 April 2026

DM/26/00689/VOC - Mr Stephen Pears. Browney Lane, Browney, Durham, DH7 8HT. Variation of condition 2 pursuant to planning permission DM/23/02834/FPA to alter windows, glazed entrance and single storey addition to rear and to install additional solar panels on main roof.

RESOLVED: To **NOTE** the information.

Week Ending 9th April 2026.

DM/26/00223/FPA - Harrison & Harrison Organ Builders Harrison and Harrison, St Johns Road, Meadowfield Industrial Estate. Siting of 4 No. shipping containers (2 No. existing containers to be replaced) on extended hard surfaced/tarmac area.

RESOLVED: To **NOTE** the information.

DM/26/00361/FPA - Mrs Tracey Anne Pears, Browney Allotments, Browney Lane, Browney, Durham, DH7 8HT. Erection of 1 no. dwelling and garage. Councillor A Bonner questioned if this application would be on the allotment land, Clerk advised she did not think that it was and we have received a more recent application for the same proposal with the name altered to 'Land North West of The Robins, Browney Lane'

RESOLVED: It was **NOTED** that no objections were raised to the application.

DM/26/00850/AD - ALDI Stores Ltd - Land South Of 110 High Street South, Langley Moor, DH7 8EX. Internally Illuminated free standing sign.

RESOLVED: Councillors J Jamieson and P Elmer to arrange a meeting with a local resident who has raised concerns regarding this sign.

DM/26/00771/VOC. Mr Philip Chambers. 1 Foresters Cottages, Hamilton Row, Waterhouses Durham DH7 9AX. Variation of conditions 2 & 3 pursuant to planning permission DM/24/01358/FPA.

RESOLVED: It was **NOTED** that no objections were raised to the application.

DM/26/00886/FPA. Quality + Care Solutions Ltd, T/A NextGen Residential Home, 3 George Street, Esh Winning, Durham, DH7 9PF. Planning application for the proposed change of use of 3 George Street, Esh Winning, County Durham, from a single dwellinghouse (Use Class C3) to a small-scale children's residential home (Use Class C2), accommodating a maximum of two children.

Councillor E Simpson highlighted the need to ensure all documents are in place along with qualified persons to carry out the works.

RESOLVED: It was **NOTED** that no objections were raised to the application.

257. Carrside

The written report was received.

RESOLVED: To **NOTE** the report.

258. Allotment Meeting Minutes

To receive the minutes of the Allotment Committee held on 25th November 2025, 27th January and 24th February 2026

RESOLVED: To **NOTE** the minutes.

259. Finance Meeting Minutes

To receive the minutes of the Finance Committee held on 10th December 2025.

RESOLVED: To **NOTE** the minutes.

260. Amendments to Licencing Application – Premier Supermarket 4 Sawmills Lane, Brandon, DH7 8BJ

RESOLVED: To **NOTE** extension was not granted, therefore deadline for a response had passed.

261. North East Anti Racism Coalition

To consider supporting the North East Anti Racism Coalition by signing the “Become a Bridge” pledge and committing to take meaningful action to challenge racism within the Parish.

RESOLVED: To **AGREE** signing the pledge.

262. Past Chairman Board

To consider the report.

RESOLVED: To **APPROVE** Sign Writer, Michael Gray.

263. Ward Budget – Brandon Carrside Youth & Community Project Toilet Refurbishment

To consider the report.

RESOLVED: That funds in the amount of £6,950 be **APPROVED**, being a 50% contribution towards the refurbishment of the toilets from Central and South wards.

The meeting closed at 19.17 PM

Signed

Date

BRANDON & BYSHOTTLES PARISH COUNCIL

MINUTES OF THE ALLOTMENT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS
6 GOATBECK TERRACE, LANGLEY MOOR, DURHAM
ON TUESDAY 24TH MARCH 2026, AT 10.00 AM

Present

Councillor D Bell (in the Chair)

Councillors J Jamieson, P Elmer, J Turnbull and M Wall

ALSO PRESENT: C Dixon, Clerk to the Council and S Cash, Assistant Clerk to the Council.

154. APOLOGIES FOR ABSENCE

Apologies received from Councillor D Bregazzi.

155. DECLARATIONS OF INTEREST

There were no declarations of interest.

156. PUBLIC PARTICIPATION

No public participation.

157. MINUTES OF THE PREVIOUS MEETING

To consider for approval the minutes of the meeting held on 24th February 2025.

RESOLVED: Members agreed minutes.

158. FINANCE/BUDGET UPDATE

Printed update provided to Members by Sam Shippen, for information.

159. HIGH BROWNEY

6. Request from various tenants for a skip to be placed on site. Last skip provided was in November 2024.

RESOLVED: Members approved skip.

6a. Request from a tenant for permission to plant 4 dwarf fruit trees in plot.

RESOLVED: Members approved fruit trees.

160. BLACK ROAD

Request for skip, last skip was in January 2025.

RESOLVED: Members approved skip.

161. DURHAM ROAD

Request for skip, last skip was in March 2025.

RESOLVED: Members approved skip.

162. HAMILTON ROW

9a. Councillor M Wall and Assistant Clerk S Cash attended site to assess this issue. We found that the flooding was effecting more that a couple of allotment plots and that it was becoming an issue for the residents living in the homes nearby. A trench was visible which is believed to have previously been dug by the farmer which was in their near land, however, the trench was heavily over grown with brambles and debris meaning this trench would now be ineffective.

RESOLVED: Agreed to look into historical information regarding this issue and report back in next meeting.

163. BROOMPARK

Request from tenant to put a gate into existing fence for ease of access to their plot as they currently access via two gates.

RESOLVED: Members agreed to visit site to assess what exactly they are requesting.

164. LOW BROWNEY

11a – Low Browney plots 43 & 44 – Plots are due to be inspected 31st March 2026.

RESOLVED: To update members after the inspection.

11b – Low Browney pest control renewal, members to discuss.

RESOLVED: Members agreed to renew pest control contract.

AGENDA ITEM 6

11c – Low Browney grazing plots – a potential tenant has been identified for these grazing plots, however, these are the plots that have fire damaged rubbish and no boundary fence. The potential tenant would be happy to rent this land providing the Parish Council remove rubbish and erect a fence.

RESOLVED: Members agreed to remove rubbish and erect fence. S Cash to obtain quotes to do so.

165. ANY MATTERS RELATING TO THE ALLOTMENTS A MEMBER WISHES TO DISCUSS

A tenant of Hamilton Row allotments has come forward to ask us if we would send a letter they have devised to ask fellow allotment holders to look into that site becoming an allotment association. Members were provided with a copy of the letter which asks tenants to either agree or disagree with becoming an association as the majority of tenants would need to agree for this to progress.

RESOLVED: Members agreed to send letter to all tenants on Hamilton Row allotment site.

Meeting concluded 10.33am

Signed

Date

BRANDON & BYSHOTTLES PARISH COUNCIL

Committees and Working Groups

15th May 2026

1. **PURPOSE** – Council to consider review of Committees and Working Groups; setting of Terms of Reference; and appointment of Members, Chairs and Vice Chairs of those agreed.

2. **Background**

Brandon & Byshottles Parish Council currently has the following Standing Committees:

- Allotment Committee
- Finance Committee
- Personnel Committee
- Appeals Committee

Previously, the establishment of an Environment Committee has been suggested and approved, consideration could be given to terms of reference.

At the Annual Meeting of the Council, it would be expected that a council would review the terms of reference, delegations and membership of committees, sub-committees and working groups (accepting that there could be no delegation to working groups).

3. **Proposals**

The Council's current committees and working groups should be reviewed taking into account their focus and current relevance.

Allotment Committee – draft terms of reference and delegation proposals have been prepared in the attached Scheme of Delegation & Terms of Reference.

Finance Committee - draft terms of reference and delegation proposals have been prepared in the attached Scheme of Delegation & Terms of Reference.

Appeals Committee - Draft terms of reference and delegation proposals have been prepared in the attached Scheme of Delegation & Terms of Reference for an Appeals Committee.

Personnel Committee - draft terms of reference and delegation proposals have been prepared in the attached Scheme of Delegation & Terms of Reference.

Environment Committee – draft terms of reference and delegation proposals have been prepared in the attached Scheme of Delegation & Terms of Reference.

4. **RECOMMENDATION** – Council is recommended to consider the information and proposals within the report and decide whether to amend and/or adopt them for implementation and appoint members to the various committees and working groups.

COMMITTEE TERMS OF REFERENCE

AND

SCHEME OF DELEGATION

Relating to the Proceedings and Business

FOR THE

**PARISH COUNCIL
OF**

BRANDON & BYSHOTTLES

MAY 2026

CONTENTS

INTRODUCTION PAGE 3

A. CLERK TO THE COUNCILPAGE 3

B. RFO..... PAGE 4

C. ASSISTANT CLERKPAGE 4

D. ALLOTMENT COMMITTEE..... PAGE 5

E. FINANCE COMMITTEEPAGE 5

F. APPEALS COMMITTEEPAGE 6

G. PERSONNEL COMMITTEE PAGE 7

H. ENVIRONMENT COMMITTEEPAGE 8

INTRODUCTION

The Scheme of Delegation covers such matters as have been delegated in accordance with the Local Government Act 1972 s101 to Committees and Sub-Committees.

The Terms of Reference cover Committees, Sub-Committees and Working Groups established by the Council.

A. CLERK TO THE COUNCIL

1. The Clerk to the Council is designated and authorised to act as **Proper Officer** for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
2. In addition to any delegations arising from Standing Orders, Financial Regulations and the Job Description, the Clerk to the Council will be authorised to:
 - i. Sign on behalf of the Council any document necessary to give effect to any decision of the Council.
 - ii. Institute and appear in any legal proceedings authorised by the Council.
 - iii. Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
 - iv. Alter the date or time of a council or committee meeting if required, but before doing so, shall consult the Chair of the Council/committee concerned about the need for the change and about alternative dates and times.
 - v. Manage the Council's allotments, land and other assets.
 - vi. Authorise and manage the installation of publicly requested benches, trees, floral displays or items.
 - vii. Authorise and manage the use of village greens and open spaces within council policy.
 - viii. Prepare statements for the press where the known policy of the council exists.
 - ix. Incur expenditure up to a maximum of £5,000.
 - x. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.
 - xi. Authorise the payment of staff wages in line with council policy.
 - xii. Take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.

- xiii. Carry out duties in accordance with the Financial Regulations of Brandon & Byshottles Parish Council and the approved Audit and Accounting regulations.
- xiv. Negotiate and authorise the rents and fees for persons using the facilities provided by the council, other than standard charges agreed by the council, including free use of facilities, where required.
- xv. Manage staff, including discipline and grievance matters up to and including issuing final written warnings.
- xvi. Approve and authorise reasonable overtime as required.
- xvii. Approve and authorise annual leave entitlement and other absence as appropriate.
- xviii. Recruit staff, including temporary, when required.
- xix. Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chair of the Council or Chair of the appropriate Committee will be informed as soon as practically possible of any action taken by the Clerk.
- xx. Action such other matters as may be determined by Council or Committee from time to time.

B. RFO

1. Act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.
2. In addition to any delegations arising from Standing Orders and Financial Regulations, Job Description and any requirements arising from the Accounts & Audit Regulations and “proper practices” framework, the RFO will be authorised to:
 - i. Carry out duties in accordance with the Financial Regulations of Brandon & Byshottles Parish Council and the legislation and approved Audit and Accounting regulations in place at any time.
 - ii. Incur expenditure up to a maximum of £5,000.
 - iii. Incur expenditure on behalf of the Council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000 exclusive of VAT. The Clerk shall report the action to the council as soon as practicable thereafter.
 - iv. Prepare VAT reclaim on behalf of the council.
 - v. Issue invoices on behalf of the council.

C. ASSISTANT CLERK

1. Act in line with any delegations arising from Standing Orders, Financial Regulations and the Job Description.
2. Act as Proper Officer in the absence of the Clerk.

3. Act as RFO in the absence of the RFO.

D. ALLOTMENT COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 6, one member from each ward. Substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: every two months

Public participation: yes.

Officers: Clerk to the Council or Assistant Clerk where appropriate.

Terms of Reference

The Committee will:

- i. Review and oversee all matter related to allotments, garage and grazing sites.
- ii. Review terms and conditions of tenancy.
- iii. Ensure the council complies with all legislative requirements relating to the administration of allotments, garage and grazing sites.
- iv. Undertake reviews of fees applicable.
- v. Oversee the development and implementation of improvement plans for recommendation to Council in the business planning and budgeting processes.
- vi. Make recommendations to the Council regarding expenditure on projects where appropriate.
- vii. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- i. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress agreed projects and works.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. Spending authority is limited to within agreed budget for specific previously agreed projects.

E. FINANCE COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 9. Substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: quarterly

Public participation: yes.

Officers: Clerk to the Council or RFO where appropriate.

Terms of Reference

The Committee will:

- i. Review and oversee all financial reporting with the exception of the approval of the Annual Accounting Statement, final annual budget & precept.
- ii. Review reports of the Internal Auditor; acknowledging that the year end report **must** be presented to Council.
- iii. Ensure the council complies with all legislative requirements relating to the “proper practices” as set out in the SAPPP Practitioners’ Guide.
- iv. Undertake internal control reviews.
- v. Make recommendations to the Council regarding draft budget requirements.
- vi. Make recommendations to the Council regarding expenditure on projects where appropriate.
- vii. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- ii. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress agreed projects and works.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. Spending authority is limited to within agreed budget for specific previously agreed projects.

F. APPEALS COMMITTEE

Number of Councillors: The total number of councillors on the panel shall be set at 5. These councillors will not be members of the Personnel Committee at the same time. Any councillor not appointed to the Committee or the Personnel Committee may act as substitute at the request of a committee member.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: as and when required

Public participation: no.

Officers: Clerk to the Council where appropriate.

Terms of Reference

The panel will consider any appeal made under council policies/procedures including those relating to employee grievance or disciplinary outcomes.

Delegation(s)

- i. To uphold or dismiss any complaints/appeals referred to the panel.
- ii. Convene any disciplinary or grievance appeal as a re-hearing of facts if the grounds for appeal make it appropriate to do so.
- iii. Vary any disciplinary sanction however any increase in disciplinary penalty is precluded from consideration.
- iv. Vary any grievance outcome however any variance that would be more detrimental to the appellant is precluded from consideration.
- v. Make recommendations to officers or the Personnel Committee if appropriate.

Summary

The panel has decision making responsibility with any decision made being final and concludes the Council's internal appeals, disciplinary and grievance procedures.

G. PERSONNEL COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 5. No substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: quarterly

Public participation: no.

Substitution allowed: no

Officers: Clerk to the Council where appropriate.

Terms of Reference

The Committee will:

- i. Review staffing structure and employment levels and where required make recommendations to the Council to efficiently discharge the work required of the Council and to review workloads periodically.
- ii. Review terms and conditions of employment.
- iii. Act as a recruitment for senior officers, grievance, disciplinary and attendance/ill health panels.

- iv. Review health and safety at work for all Council employees and to put into place effective measures to safeguard their health and safety at work.
- v. Ensure the council complies with all legislative requirements relating to the employment of staff.
- vi. Undertake reviews of working practices and procedures of the Council as a whole when so requested to make recommendations to Council including relevant human resources policies where applicable.
- vii. Recognise the need for, and benefits of, Member and staff training and positively initiate and react to appropriate opportunities within the context of overall budget resources.
- viii. Oversee the development and implementation of training plans for both Members and employees.
- ix. Make recommendations to the Council regarding expenditure on projects where appropriate.
- x. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- iii. To incur expenditure in accordance with Financial Regulations and agreed budget in order to progress agreed projects and works.
- iv. Make decisions in relation to termination of employment on matters relating to disciplinary and attendance/ill health procedures.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. In the event of grievance & dismissal decisions which shall not be reported to Council until such time as appeal periods have expired. Spending authority is limited to within agreed budget for specific previously agreed projects.

ENVIRONMENT COMMITTEE

Number of Councillors

The total number of councillors on the Committee shall be set at 6, one member per ward
Substitutions shall be allowed.

Quorum: 1/3 of members but not less than 3

Notice requirement: at least 3 clear days

Meeting Frequency: Quarterly. Additional meetings may be convened as required to meet the time constraints of the Planning Authority.

Public participation: yes.

Officers: Clerk to the Council or Assistant Clerk where appropriate.

Terms of Reference

The Committee will:

- viii. Review and oversee all matters related to the environment with the exception of allotments.

- ix. Oversee development and implementation of improvement plans for recommendation to Council in the business planning processes.
- x. Make recommendations to the Council regarding expenditure on projects where appropriate.
- xi. Refer requests for expenditure above budget allocation to the Council for consideration.

Delegation(s)

- v. To incur expenditure in accordance with Financial Regulations and agreed budget allocated to the Committee in order to progress agreed projects and works.

Summary

The Committee has delegated responsibility except when required as above to make recommendations to Full Council. Spending authority is limited to within agreed budget for specific previously agreed projects.

Brandon & Byshottles Parish Council

Standing Orders

Based upon the NALC Model 2025

	INTRODUCTION.....	3
	RULES OF DEBATE AT MEETINGS	4
	DISORDERLY CONDUCT AT MEETINGS	5
	MEETINGS GENERALLY.....	6
	COMMITTEES AND SUB-COMMITTEES	9
1.	ORDINARY COUNCIL MEETINGS	10
2.	EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND	
3.	SUB-COMMITTEES	12
4.	PREVIOUS RESOLUTIONS	12
5.		
6.	VOTING ON APPOINTMENTS	12
7.	MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO	
8.	BE GIVEN TO THE PROPER OFFICER	12
9.	MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN	
	NOTICE	13
10.	MANAGEMENT OF INFORMATION.....	14
11.	DRAFT MINUTES	14
12.	CODE OF CONDUCT AND DISPENSATIONS.....	15
13.	CODE OF CONDUCT COMPLAINTS	16
14.	PROPER OFFICER.....	16
15.	RESPONSIBLE FINANCIAL OFFICER.....	18
16.	ACCOUNTS AND ACCOUNTING STATEMENTS.....	18
17.	FINANCIAL CONTROLS AND PROCUREMENT	18
18.	HANDLING STAFF MATTERS	20
19.	RESPONSIBILITIES TO PROVIDE INFORMATION	20
20.	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	21
21.	RELATIONS WITH THE PRESS/MEDIA.....	21
22.	EXECUTION AND SEALING OF LEGAL DEEDS	21
23.	COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY	
24.	COUNCILLORS	21
25.	RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	22
26.	STANDING ORDERS GENERALLY	22

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

RULES OF DEBATE AT MEETINGS

1.
 - 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 unless it is moved by another Member.
 - 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.
- 2.
- 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 3 minutes without the consent of the chair of the meeting.

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.

MEETINGS GENERALLY

- 3.
 - 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.**
- 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 10 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 stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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 have notified their absence;
 - 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 3 hours.

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.**
4. 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 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a committee, appoint the chair of the committee;
 - vii. 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;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. 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;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.

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.**
5. 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 and Vice-Chair 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 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 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.

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.
- 6. 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 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

PREVIOUS RESOLUTIONS

- 7. a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 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

- 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 7 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 7 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.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

10.

- 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.

MANAGEMENT OF INFORMATION

See also standing order 20.

- 11. 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.**
- 12. d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

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 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.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

13.

- 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 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] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

14. 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 7 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. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. 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);
 - xi. arrange for legal deeds to be executed;
(*see also standing order 23*);
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiii. record every planning application notified to the Council and the Council's response to the local planning authority in an electronic list for such purpose;
 - xiv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council 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;
 - xv. manage access to information about the Council via the publication scheme.

RESPONSIBLE FINANCIAL OFFICER

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

ACCOUNTS AND ACCOUNTING STATEMENTS

- 16.
- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 17.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
 - c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
 - d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
 - e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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:

AGENDA ITEM 8

- 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 £30,000 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 two councillors 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.**

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the chair of the Personnel committee if they are not available, the vice-chair of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c A Sub-Committee of 3 shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

21. 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.**

RELATIONS WITH THE PRESS/MEDIA

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.F
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- 24.

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

COMMUNICATING UNITARY COUNCILLORS

- a Upon request, an invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.

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
 - 25. ii. issue orders, instructions or directions.

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
- 26. 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 7 councillors to be given to the Proper Officer in accordance with standing order 9. Or prepared by the Proper Officer following regular review.
- c 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.
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible, following delivery of their declaration of acceptance of office or following review.
- e The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed 16th May 2025 Min 13
Approved 20th June 2025 Min 17

Brandon & Byshottles Parish Council

Financial Regulations

Based upon the NALC Model 2025

These Financial Regulations are based upon a template which was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Bold text indicates legal requirements, which a council cannot change or suspend.

Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments.....	9
7. Electronic payments.....	10
8. Cheque payments.....	11
9. Payment cards.....	12
10. Petty Cash.....	12
11. Payment of salaries and allowances.....	12
12. Loans and investments.....	13
13. Income.....	13
14. Payments under contracts for building or other construction works.....	14
15. Stores and equipment.....	14
16. Assets, properties and estates.....	14
17. Insurance.....	15
18. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process.....	16

These Financial Regulations were adopted by the council at its meeting held on

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 Smaller Authorities Proper Practices Panel (SAPPP) and published by NALC in England.
 - '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];

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 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 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 reasonable 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, without undue delay, 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 Personnel Committee at least annually by the end of November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, 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. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council's finance committee not later than the end of November each year.
- 4.6. The draft budget {with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, 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 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 council or relevant 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 and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes, unless using the General Power of Competence.
- 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 Procurement Act 2023 and The Procurement Regulations 2024 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 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. 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 regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 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 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 council or relevant committee. 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 £5000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £7,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £7,000 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 £7,000;
- 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 £7,000 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 council 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 £250 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 the Cooperative Bank and the CCLA Public Sector Deposit Fund. The arrangements shall be reviewed annually 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. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 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 council or a duly delegated committee may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £5000 excluding VAT, within an agreed budget.
 - ii. payments of up to £7,000 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 certifies 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 council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. 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 or finance committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting or members approved at the meeting. 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 a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 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 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 by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are 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.
- 7.9. With the approval of the council 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 members. 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 members, 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 two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 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 with a resolution or delegated decision shall be signed by two members.
- 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. 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 unless specifically agreed otherwise and will also be restricted to a single transaction maximum value of £500 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 council. 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 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 of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float/imprest account of £50 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

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 relevant 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 personnel 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 more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

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 into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

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 (including an adequate level of consultation with the electorate where required by law).
- 16.5. 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 £500. 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 the council 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 annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. 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.
- 18.2. 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.
- 18.3. 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 two members 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 18 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.

BRANDON & BYSHOTTLES PARISH COUNCIL

COMPLAINTS PROCEDURE

This procedure covers complaints about the administration or procedures of the Council.

Complaints about individuals are a separate matter, complaints about an employee would be dealt with as an employment issue and complaints about a Councillor should be made to the Monitoring Officer at Durham County Council. Complaints against policy decisions made by the Council shall be referred back to Council.

Brandon & Byshottles Parish Council takes the views of local people seriously and needs to be aware when there is dissatisfaction ~~with in~~ the services which the Council delivers. The outcome of a complaint will assist the Council in reviewing and where necessary ~~changing~~ the way services are delivered.

Complaints shall be dealt with by the ~~Complaints Appeals~~ Committee, which shall be made up of ~~5-6~~ Members of the Council and convened as and when necessary. The ~~complaints Appeals C~~committee shall report its conclusions to the next Parish Council meeting following any hearing.

Making a Complaint

1. ~~Complainants should make C~~complaints about the Council's procedures or administration ~~should be~~ in writing to the Clerk.
2. Within three working days of receipt of a complaint, the Clerk shall acknowledge the receipt of the complaint in writing to the complainant ~~and try to settle the complaint directly. and seek to resolve the matter directly where possible.~~
3. The Clerk or other officer shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
4. Where a complaint cannot be settled directly, within seven working days of receipt of a complaint, a date shall be set for a ~~appeal complaints~~ committee meeting and the complainant advised in writing of this date.
5. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
6. Not less than seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting.
7. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

8. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
9. The Chairman of the meeting shall introduce everyone.
10. The Chairman of the meeting shall explain the procedure.
11. The complainant or their representative shall outline the grounds for complaint.
12. The members of the committee may ask any question of the complainant.
13. If relevant, the Clerk or other officer shall explain the Council's position.
14. Members may ask any question of the Clerk or other officer.
15. The Clerk, or other officer and the complainant shall be offered the opportunity of last word (in this order).
16. The Clerk, or other officer and complainant shall be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties shall be invited back).
17. The Clerk, or other officer and the complainant shall return to hear the decision, or to be advised when the decision shall be made.

The decision shall be confirmed in writing within seven working days together with details of any action to be taken.

~~Adopted 21st September 2007~~
~~Reviewed 18 July 2008 Min 97~~
~~Reviewed 16th July 2010 Min 83~~
~~Reviewed 20th July 2012 Min 70~~
~~Reviewed 18th July 2014 Min.61d~~
~~Reviewed 15th July 2016 Min.62f~~
~~Reviewed 20th July 2018 Min 61e~~
~~Reviewed 16th October 2020 Min 40e~~
~~Reviewed 15th July 2022 Min 44d~~
~~Reviewed 21st July 2023 Min 45d~~
~~Reviewed 19th July 2024 Min 43d~~

APPROVED:

MIN:

BRANDON & BYSHOTTLES PARISH COUNCIL

CALENDAR OF MEETINGS TO BE HELD

6 GOATBECK TERRACE, LANGLEY MOOR, DURHAM
FOR THE YEAR 2026/2027

PARISH COUNCIL MEETINGS

Held on the 3rd Friday of each month, at 6.30pm, excluding August when the Parish Council is in recess.

Friday, 15th May 2026 Annual Meeting of the Council

Friday, 19th June 2026

Friday, 17th July 2026

August 2025 - NO Meeting

Friday, 18th September 2026

Friday, 16th October 2026

Friday, 20th November 2026

Friday, 18th December 2026

Friday, 15th January 2027 Precept setting

Friday, 19th February 2027

Friday, 19th March 2027

Friday, 16th April 2027

ANNUAL PARISH MEETING (Meeting of Electors)

Monday, 18th May 2026 at New Brancepeth Village Hall

FINANCE MEETING

Held at 7pm, on the following dates:

Wednesday, 27th May 2026

Wednesday, 9th September 2026

Wednesday, 9th December 2026 (an additional meeting may be held in January 2026 to review budget)

Wednesday, 10th March 2027

ALLOTMENT COMMITTEE

Meetings are held at 10:00 am, with the exception of August when the Parish Council is in recess. The Council will reconvene in September on the following dates:

Tuesday, 9th June 2026

No Meeting in August

Tuesday, 8th September 2026

Tuesday, 10th November 2026

Tuesday, 12th January 2027

Tuesday, 9th March 2027

Tuesday, 11th May 2027

ENVIRONMENT COMMITTEE

Held at 6.30pm, on the following dates:

Tuesday, 21st July 2026

Tuesday, 21st October 2026

Tuesday, 19th January 2027

Tuesday, 21st April 2027

Info - Brandon and Byshottles Parish Council

Subject: FW: New Netball Club Ushaw Moor

Dear Members of the Parish Council of Brandon and Byshottles,

We are writing to introduce our new community netball club based at The Sir Bobby Robson Centre within Durham Academy, and to ask for the Parish Council's support as we continue to grow.

Our aim is to create an inclusive, welcoming environment for women and girls to take part in sport, improve fitness, build confidence, and become part of a positive local community. Since launching just three weeks ago, we have already welcomed 25 different participants, with attendance ranging from 11–13 players each week. We understand many people balance childcare, work shifts, and other commitments, so we are extremely encouraged by the interest and engagement so far.

As a newly formed club, we are seeking support with funding and development opportunities to help us establish a sustainable and structured community team. Areas where support would make a significant difference include:

- Venue hire costs
- Coaching fees and development
- Netball kit and training equipment
- League affiliation and entry fees
- Tournament entry costs
- Coaching and umpiring qualification courses
- Promotion and advertising within the local area

We are also very keen to work alongside the Parish Council on any existing initiatives that support adult women, girls, health, wellbeing, or community participation. We would welcome the opportunity to discuss how the club could contribute positively to the local community through sport, volunteering, inclusion, and social engagement.

We are passionate about building something long-term for the area and would greatly appreciate any guidance, support, or funding opportunities you may be able to offer.

Thank you for taking the time to consider our request. We would be happy to provide any further information or meet to discuss the club in more detail.

Kind regards,

Durham Jets Netball Club
durhamnetball@gmail.com

Kind Regards Durham Jets Netball Club

Instagram : @durhamnetballclub

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Durham Miners Gala

Dear Council

We are writing to request financial support to help with the costs of taking the Browney Lodge Banner and Browney Academy Banner to the Miners Gala on Saturday 11th July 2026.

We have to raise over £3000 for the day and any level of contribution would be greatly appreciated.

Also is it possible to have the village green cut on Friday 10th July as the brass band play a couple of hymns, overlooking the pit site to honour our mining heritage.

Regards

Joanne
Secretary
Browney Residents Association

Week ending 17 April 2026

DM/26/00361/FPA
Mrs Tracey Anne Pears
Land north west of The Robins
Browney Lane
Browney
Durham
DH7 8HU
Erection of 1 no. dwelling and garage.

Week ending 1 May 2026

DM/26/00918/VOC
Mr Paul Aitchinson
White House
Cockhouse Lane
Ushaw Moor
Durham
DH7 7PW
Variation of condition no.2 in relation to previous planning application
DM/19/02830/FPA.

AGENDA ITEM 21

Payee	Date	Description	Payment Method	Amount	Credit	Date taken to Council
Arbor Timber	22/04/2026	Fence materials High Browney allots	CARD	£ 46.60		PAID
Arbor Timber	30/04/2026	Fence materials Langley Grove	CARD	£ 181.50		PAID
Arbor Timber	06/05/2026	Wood for picnic bench - Waterhouses play area	CARD	£ 66.70		PAID
Brandon Carrside	01/05/2026	Contribution to toilet refurb	BACS	£ 6,950.00		PAID
British Gas	07/05/2026	Parish Electric	DD	£ 0.44		
Cathedral Leasing Limited	05/05/2026	Supply of Hygiene Services	BACS	£ 311.90		
DK Horticulture	02/05/2026	Floral displays and grass cutting part payment	BACS	£ 3,618.58		
DU Clean	13/04/2026	Parish cleaners	BACS	£ 70.20		
Durham County Council	01/05/2026	Rent of land Waterhouses grazing	BACS	£ 75.00		
Durham County Council	06/05/2026	New Acres seat Ushaw Moor	BACS	£ 240.00		
Durham County Council	06/05/2026	Newhouse Rd seat Esh Winning	BACS	£ 240.00		
E On Next	05/05/2026	Xmas tree electric Meadowfield	DD	£ 18.16		
E On Next	06/05/2026	Xmas tree electric Ushaw Moor	DD	£ 19.05		
John Humphrey Plumbing	27/04/2026	leak at Broom park allots	BACS	£ 144.00		
Lidl	21/04/2026	Parish supplies	CARD	£ 2.79		PAID
NALC	21/04/2026	Membership fee	BACS	£ 504.00		
Petty Cash	07/05/2026	CASH	CASH	£ 51.25		
Post office	07/05/2026	stamps	Card	£ 13.65		Paid
Post Office	22/04/2026	stamps	CARD	£ 24.65		PAID
Total Energies	01/05/2026	Gas - Parish office	DD	£ 142.87		
Ward Bros	30/04/2026	Skips, High Browney, Durham Road & Black Road	BACS	£ 936.00		
Wave	25/04/2026	Water - Langley Grove	BACS	£ 57.84		
Wave	25/04/2026	Water - Folds Close	BACS	£ 61.13		
Wave	02/05/2026	Water - Low Browney	BACS	£ 402.12		
Wave	02/05/2026	Water - Station Avenue	BACS	£ 189.68		
Wave	02/05/2026	Water - Commercial Street	BACS	£ 168.23		
Wave	25/04/2026	Water - Council Offices	BACS	£ 6.04		
Wave	02/05/2026	Water - Durham Road	BACS	£ 37.98		
Wave	02/05/2026	Water - Hamilton Row	BACS	£ 12.64		
Wave	02/05/2026	Water - High Meadowfield	BACS	£ 49.47		
Wave	02/05/2026	Water - High Browney	BACS	£ 65.96		
Wave	02/05/2026	Water - Low Meadowfield	BACS	£ 28.91		
Wave	02/05/2026	Water - Black Road	BACS	£ 62.66		
Wave	02/05/2026	Water - Empire Fields	BACS	£ 23.07		
Wave	02/05/2026	Water - Cockhouse Lane	BACS	£ 28.02		
Wave	02/05/2026	Water -Broompark	BACS	£ 28.10		
O2	08/05/2026	Mobile Contract	BACS	£ 45.00		
Steadfast	07/05/2026	Annual Maintenance	BACS	£ 130.80		
ICO	04/05/2026	ICO Renewal	BACS	£ 47.00		
Post Office	08/05/2026	Allotment Rent	CASH		£ 644.00	Paid In
Post Office	07/05/2026	Allotment Rent	CASH		£ 571.00	Paid In
Post Office	05/05/2026	Charity Night - Float	CASH		£ 100.00	Paid In
Post Office	05/05/2026	Allotment Rent	CASH		£ 573.00	Paid In
Post Office	05/05/2026	Allotment Rent	CASH		£ 1,682.00	Paid In
UMAG	07/05/2026	Hut Hire - Dog Poo Bags	BACS	£ 22.00		
HMRC	05/05/2026	06 Apr - 05 May	BACS	£ 896.29		
Pension	27/04/2026	Pension Contributions		£ 800.58		
Salaries	30/04/2026	Salaries	BACS	£ 3,121.88		
TOTAL				£ 19,942.74	£ 3,570.00	

Durham Miners' Gala Brochure

The Miners' Hall, Flass Street, Red Hill, Durham DH1 4BE. Tel No: 0191 384 3515, Email: dmapress@aol.com

140th Durham Miners' Gala Saturday 11 July 2026

We are writing to invite your organisation to continue to support the 140th Durham Miners' Gala by taking an advert in this year's Gala Souvenir Brochure.

2026 marks the 100th anniversary of the 1926 miners' lockout and General Strike. We are sure to have a huge crowd at the Gala again, which will offer your organisation the opportunity to promote your organisation through the Brochure and your participation on the day.

The Gala is truly the most spectacular and well attended celebration of trades union and community solidarity in the country and we need it to prepare ourselves for the inevitable battles that lie ahead. It is the place where like-minded people derive energy and inspiration and the young are welcomed into the trade union family.

To book an advert please fill in the form below and return it to dmapress@aol.com.

We thank you in anticipation for your continued kind cooperation.
Yours in Solidarity,

Stephen Guy
Chair Durham Miners' Association

Alan Mardghum,
Secretary Durham Miners' Association

Advertising rates are as follows:

**Full page £800; Half page £400; Quarter page £200; Eighth page £100;
Message of support (25 words) £60.**

**The Brochure is A5 portrait, 96 pages printed in full colour throughout and perfect bound.
All artwork must be supplied by 3 June 2026 and can be emailed to dmapress@aol.com in tiff, jpeg or pdf format.**

We wish to place an advert in this year's Gala Souvenir Brochure. (Please tick box)

Full Page Half Page Quarter Page Eighth Page Message of Support

Contact name: Tel:

Email: Organisation:

Address.....

When your order is received we will send an invoice for payment.

Play Area Inspections

8th May 2026

Following Kevin's departure, it had previously been agreed that he would continue to undertake the weekly play area inspections. However, this is no longer the case. As Lee is not qualified to carry out the inspections, Durham County Council has now taken over responsibility for the weekly play area inspections.

Broompark Play Area

8th May 2026

A report was received regarding an accident at Broompark Play Area on 12th April 2026. It was alleged that one of the gates swung shut with excessive force and speed, striking a child on the forehead and mouth. The incident resulted in significant bruising and swelling, and the child was taken to A&E for assessment. Following examination, the child was discharged with advice to continue monitoring their condition.

Following the incident, Durham County Council carried out an inspection of both gates at the play area. The inspection confirmed that both gates were operating correctly and were closing in approximately six seconds, which is within the acceptable tolerance levels.

The Clerk subsequently emailed the complainant advising them of the outcome of the inspection. No further correspondence or response has been received.

The gates will be monitored by Durham County Council during their weekly inspections.